

Practice Interview Feedback Form

Interviewee Name:_____ **Date:**_____

Interviewer (person doing the interview):_____

Job Interviewing for:_____

Rate interviewee poor 1, average 2, or good.3 .

Introduction	Job Skill(s):	Needs Work	Avg	Good	Comments
	Communication Professionalism Self-Confidence Self-Advocacy				
Dress					
Grooming (hair, fingernails, mustache, or beard trimmed, use deodorant)					
Appropriate eye contact (looking toward person interviewing)					
Handshake (med pressure-“3”)					
Introduce yourself (wait for the interviewer to sit down, or gesture for you to sit down)					
After they introduce themselves to you, say “nice to meet you (their name)”					

Tell Me About Yourself	Job Skill(s):				
	Communication Self-Awareness Self-Advocacy	Needs Work	Avg	Good	Comments
Brief response 1-3 minutes (personal, education, experience)					
Personal, education, experience (appropriate response: where you grew up went to school, experiences you have, why you want this job, why it aligns with your interests or goals)					
What do you think you are good at, what are your strengths?	Job Skill(s): Self-Advocacy	Needs work	Avg	Good	Comments
Brief response 1-2 minutes					
Continued looking toward the person interviewing you					
Explained skills related to the job					
Complete responses					
Asked for clarification when needed "do you mind repeating that, I want to make sure I understand."					

Due to scheduling conflicts, sometimes your schedule will change. When did you need to be flexible, even though it was hard?	Job Skill(s): Flexibility Self-Regulation	Needs work	Avg	Good	Comments
Brief response 1-2 minutes					
Appropriate response (gives a quick and positive example like what they learned)					
Complete response					
What do you do if you disagree with a co-worker	Job Skill(s): Teamwork Handling Conflict	Poor	Avg	Good	Comments
Brief response 1-2 minutes					
Appropriate response					
Complete response					

How do you deal with pressure if you are working on something and you are not able to finish everything your boss asked you to do.	Job Skills(s): Self-Regulation Communication Flexibility	Poor	Avg	Good	Comments
Brief response 1-2 minutes					
Appropriate response					
Complete response					
What are your long-term goals related to a job?	Job Skills(s): Goal Setting Organization Planning	Poor	Avg	Good	Comments
Brief response 1-2 minutes					
Appropriate response					
Complete response					

Why did you apply for this job?	Job Skill(s): Self-Awareness Self-Advocacy Communication Goal setting	Poor	Avg	Good	Comments
Brief response 1-2 minutes					
Appropriate response					
Complete Response					
Do you have any questions for me?	Job Skill(s) Communication	Poor	Avg	Good	
Asked one appropriate question related to the job					
Asked second appropriate question					
Question was concise and direct					
Asked follow up questions if appropriate					

Overall		Poor	Avg	Good	
Appropriate eye contact or looked toward the speaker					
Relaxed body/hands/feet					
Appropriate grammar					
Open arm position (not crossed)					
Answered questions fully, not just yes or no					
Positive facial expression					
Other					
Other					

ADDITIONAL COMMENTS: