

NAME:

DATE:

PRACTICE INTERVIEW RATING FORM Name: _____ Date _____						
Question	R1	R2	R3	R4	R5	Total/Avg
1. Tell me about yourself and more about you (Oral communication) <i>Response should be a brief overview (1-2 minutes); not too personal; maintained good eye contact</i>						
2. Tell me about your interest in this job, what's important to you in a job, and why this one appeals to you. <i>Brief response; not too personal; related to position and aligns with requirements.</i>						
3. This job may be demanding at times. Can you give me an example of when you had to work under pressure or be in a pressure situation and how you handled it? (Ability to handle pressure) <i>Provides a response related to a pressure situation; and appropriate handling of pressure</i>						
4. Explain your strengths, or what you think you are good at and why. (Perception of strengths) <i>Lists 1-2 skills related to job; maintained eye contact; brief response</i>						
5. If you were assigned to stock shelves (or other task related to job), and you realized you did it wrong, what would you do? (Problem solving) <i>Responds by informing supervisor/co-worker; brief response; provides explanation why</i>						
6. Give me an example of when you had to work with other people to get something done-and what you did to be a part of the group (or contribute) (Team work). This could be another job, at school, in a volunteer situation. <i>Has worked with others and provides feedback on a team situation and what his or her role was.</i>						
7. Tell me your greatest accomplishment, and explain why you feel it is important to you (Initiative/Accomplishments) <i>Actions taken to accomplish task or activity; amount of effort; self-initiating</i>						
8. How well organized are you? What do you to be organized? (Organization & Planning) <i>Has some form of organization or planning examples such as calendars, checklists, phone, etc.</i>						
9. You've talked about the things you are good at, what is challenging or hard for you? Why do you think that? (Self-awareness/perception) <i>Responds with something neutral (turns negative into a positive); does not get too personal</i>						
10. Give an example of when someone was upset with you (or maybe you had a customer that was upset) and how you handled it (Conflict management) <i>Escalated or referred to supervisor; did not get confrontational with another person inappropriately; handled appropriately</i>						
11. What are your long range job (or career) goals? (Planning/goal orientation) <i>Thought out; ability to plan; how current job fits goals; job not a stepping stone; how job uses strengths</i>						

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12. What do you know about our company? (Interest in job/position/prepared to answer) <i>Provides some detailed and accurate information about the company; concise and brief; maintains eye contact</i>								
13. Why should we hire you? (Self-confidence and attitude) <i>Prepared for question; benefits to company; relates to job description, cites strengths and relates to job; mentions unique strengths; professional</i>								
14. What's questions do you have for me? (Responsive; prepared) <i>Asks something related to job; doesn't ask about salary; numbers of people at the organization or other neutral questions</i>								
Totals								
General:								
1. First Impression (grooming, attire, communication style, attentive, small talk, attitude, handshake)								
2. General Communication Style (pace, interruptions, concise, pauses)								
3. Body Language (eye contact, facial expression, tone of voice, self-confidence, mirroring/answering own question)								
4. Tell me about yourself (mentioned strengths and related to job, fluent and ready, positive, professional)								
5. What salary are you expecting (not thrown by question; researched response; asks the range the company has in mind)								
6. Verbal Communication (dictation and pronunciation; slang/jargon; repetitive phrases)								
7. Closing (restated interest in position; recapped strengths; thanked the interviewer; asked about next steps; verified who to contact)								
Totals								
Comments/Notes:								
Rating Scale:								
1=Response Completely Inappropriate								
2=Response Mostly Inappropriate								
3=Response was Acceptable								
4=Response was Good								
5=Response was Excellent								