

Mock Interview Performance Evaluation

	Excellent interview: You should get a job offer!	Average interview: You could get called back but it is not certain.	Interviewing skills need significant improvement: You would not get this job
First Impressions	Your appearance is professional—you are wearing a business suit.	You look nice but you do not wear a suit.	Your attire is not professional—you wear jeans or shorts to this interview.
	You arrived early.	You arrived on time.	You arrived late.
	You greet and shake hands with your interviewer correctly.	Your greeting is appropriate but you forget to shake hands with your interviewer.	You do not greet or shake hands when you meet your interviewer.
	Your conversation is enthusiastic and engaging.	Your conversation is somewhat enthusiastic and engaging.	Your conversation is not energetic.
Interview Content	You are knowledgeable about the organization and position you are interviewing for.	You are knowledgeable about the position but not the organization you are interviewing with.	You are not knowledgeable about the position or organization you are interviewing with.
	You display poise and confidence.	You display adequate confidence in your answers.	You are not confident in answering questions about yourself.
	You relate your skills to the job very well.	You state your skills but do not adequately relate them to the job.	You do not state the skills you have to do this job.
Interview Skills	You have excellent eye contact with your interviewer without staring.	You have adequate eye contact with your interviewer.	You look at the floor or ceiling when speaking.
	Your language and grammar are appropriate.	Your language and grammar are adequate.	Your grammar and language are not appropriate.
	You do not use “um” or “and.”	You say “um” or “and” a few times but not enough to disrupt the interview.	You say “um” or “and” too many times.
	You speak at the right speed.	You talk a little too fast or too slow.	You talk too fast or too slow.
Closing	You successfully convey your interest in this position.	You convey some interest in the position.	You do not show any interest in this position.
	You ask appropriate questions to the interviewer.	You are not prepared to ask any questions.	You do not ask any questions.
	You thank the interviewer.	You thank the interviewer.	You do not thank the interviewer.