

Hanover College Levett Career Center Mock Interview Rating Sheet

Name: _____

Class of: _____

Date: _____

Rating: H (high), M (medium), L (low)

Creates a Good First Impression

- Dress and grooming are appropriate for the position
- Eye contact is good
- Handshake is firm
- Demonstrates self-confidence, poise and attentiveness
- Provides a targeted resume (or grad school application materials, if applicable)

Demonstrates Strong Communication Skills

- Speaks fluidly and assertively
- Provides appropriate level of detail
- Uses proper grammar
- Avoids verbal tics ("like," "um," etc.)
- Uses first person singular when providing examples

Expresses Enthusiasm for and Suitedness to the Position

- Demonstrates specific knowledge of the organization and position
- Selects specific skills, traits and experience that emphasize key qualifications for the specific position and organization; able to explain resume clearly
- Relates answers to their relevance to the specific organization and position
- Provides varied and relevant illustrations of strengths drawn from past activities (behavioral interviewing)
- When discussing weaknesses, chooses an example that is not central to the position, and demonstrates ways it has been addressed or resolved

Brings Written Questions to the Interview

- Avoids requesting information that could be readily found through research
- Indicates what matters in deciding whether to take the position
- Emphasizes strengths relative to the position through introductions to the questions

Closes the Interview Effectively

- Concludes the interview by expressing interest in the position
- Requests information about the proper follow-up process and timeframe

Overall Rating

- High:** You are ready to interview!
- Medium:** There is room for improvement, but you are off to a good start.
- Low:** Work on areas of weakness and continue to practice.