

Mock Interview Evaluation and Feedback Form

As the job seeker, put yourself in the shoes of an employer. How would he or she respond to your answers, body language, preparation, knowledge of the company and position during an interview? Use the form below as you prepare and practice your interview skills. Give the form to others, so they can score each category. Encourage them to provide honest constructive feedback, because it will help you improve and be better prepared for the interview with an employer. Remember, the goals of the mock interview are to (1) recognize strengths and weaknesses and (2) set goals for improvement.

Personal Appearance

Rate the applicant on the criteria below on a scale of 1 to 5. (1=poor and 5=excellent)

CRITERIA	Rating				
	1	2	3	4	5
1. Dressed appropriately for the interview					
2. Organized: Had all of the necessary materials on-hand in a professional, well-organized format					
3. Presented him/herself professionally (no gum, drinks, food, cell phone, etc.)					

Comments:

Body Language

Rate the applicant on the criteria below on a scale of 1 to 5. (1=poor and 5=excellent)

CRITERIA	Rating				
	1	2	3	4	5
1. Handshake					
2. Eye Contact with interviewer					
4. Voice Level					
5. Facial Expressions					
6. Posture/body position					
7. Self-confidence/comfort level					
8. Control of nervous habits					

Comments:

Quality of Response to Questions

Rate the applicant on the criteria below on a scale of 1 to 5. (1=poor and 5=excellent)

CRITERIA	Rating				
	1	2	3	4	5
1. Effectively shared examples using the SAR technique					
2. Presented an effective 60-Second Commercial					
3. Appropriateness of responses to questions					
4. Effectiveness in describing strengths, skills, and abilities					
5. Prepared with questions for the employer					
6. Use of power words					

Comments:

Overall Presentation

Provide any additional feedback on your impression of the interview here: