

**JOB INTERVIEW EVALUATION FORM**

Name of Student:

Name of Project:

Matric No:

Date:

Section:

<b>Role: Interviewee</b>					
<b>Content and Organization (25%)</b>	<b>Poor</b>		<b>Average</b>	<b>Good</b>	<b>Excellent</b>
	<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>	<b>5</b>
Provide organized and clear self-introduction and background information.					
Ability to handle interview questions					
Quality of answers or responses to interview questions					
Adhere to correct interview procedures					
Preparation and knowledge of skills required for position applied.					
<b>Presence (25%)</b>					
Physical appearance, neatness and grooming					
Eye contact and rapport with interviewers					
Listens attentively and shows respect for interviewers					
Confidence					
Posture, gestures, mannerism and movements					
<b>Language, Grammar and Delivery (30%)</b>					
Enthusiasm and vocal variation (freedom from monotone)					
Appropriate vocabulary use					
Freedom from distracting "Uhs" & "Likes", etc					
Pronunciation, enunciation, audibility and clarity when answering interview questions					
Grammar					
Overall chances of success in getting position applied for					

**TOTAL SCORE: \_\_\_\_/80**

<b>Role: Interviewer</b>					
<b>As Interviewer (20%)</b>	<b>Poor</b>		<b>Average</b>	<b>Good</b>	<b>Excellent</b>
	<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>	<b>5</b>
Asks appropriate and relevant question.					
Utilizes effective interviewing techniques.					
Listens attentively and encourages interviewee to speak.					
Overall success as interviewer					

**TOTAL SCORE: \_\_\_\_/20**

Comments:

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**FINAL SCORE = MARKS / 100 X 25%**