



**EE-MFI - Interview Checklist**

**Part 1 - Interview Assessment**

**Checklist to be filled by the Interviewer post the interview**

**Name of the Applicant:**

**Name of the Interviewer:**

S.No.	Parameter	Yes	No	Notes
	<b>The Interviewee...</b>			
1	Introduced himself/herself well			
2	Maintained eye contact through the interview			
3	Had a strong handshake			
4	Had confident body language			
5	Was listening actively			
6	Spoke in crisp and clear language			
7	Highlighted job-appropriate strengths			
8	Explained his/her interest in the role			
9	Answered Technical Questions Accurately			
10	Highlighted past technical experience relevant to the job			

## Part 2 - Self Reflection

**Checklist to be filled by the Applicant post the interview.**

**Name of the Applicant:**

S.No.	Parameter I...	Yes	No	Notes
1	Introduced myself well			
2	Maintained eye contact through the interview			
3	Had a strong handshake			
4	Had confident body language			
5	Was listening actively			
6	Spoke in crisp and clear language			
7	Highlighted job-appropriate strengths			
8	Explained my interest in the role			
9	Answered Technical Questions Accurately			
10	Highlighted past technical experience relevant to the job			