

Comm 2216 Job Interview Feedback Sheet

Set: _____ Group: _____

Applicant's name: _____

Interview Component	Comments / suggestions
First Impression:	
• Handshake?	
• Smile?	
• Eye contact?	
• Self-introduction? Used Interviewer's name?	
Answering questions	
• Stays focused on topic or makes strategic adjustments	
• Gives concrete, effective examples	
• Answers are longer than the question	
• Appears confident and persuasive	
• Is positive, enthusiastic, and cheerful	
• Maintains eye contact (appropriately)	
• Good posture; no fidgeting	
• Has own questions (not necessary but can show interest)	
Closing	
• Asks about/confirms next contact	
• Thanks interviewer(s)	
• Smiles and shakes hands	
• Summarizes qualifications or desire to work for the employer (if possible)	