

# 9

# Interviews and Job Offers

## POST INTERVIEW SELF EVALUATION

### Self-Assessment: Interview Evaluation Checklist

Yes No

1. Did I have the necessary materials with me?
  - (a) Writing Materials
  - (b) Personal information package containing resume, documents, portfolio or work samples, reference letters, or lists of references
2. Did I arrive on time?
3. Was I courteous to everyone I dealt with?
4. Did I know the interviewer's name and use it correctly?
5. Did I give positive signals about my interest in the position?
  - a. Did I show interest, eagerness, and enthusiasm in my body language by sitting up and leaning forward?
  - b. Was my tone of voice pleasant and easy for the interviewer to hear?
  - c. Did I look at the interviewer, both when speaking and when being spoken to?
  - d. Did I fidget or appear nervous?
  - e. Did I show that I was listening by answering the questions that was asked?
  - f. Did I control my annoyance when dealing with irrelevant questions or interruptions?
6. Did I answer all the questions put to me adequately?
  - a. Did I demonstrate my qualifications in the following areas:
    1. Educational Background
    2. Work Experience
    3. Accomplishments
    4. Career plans and goals
    5. Knowledge of the Company
    6. Knowledge of the Job in Question
  - a. Did I answer all the questions honestly?
  - b. Did I convince the employer that I was qualified?
  - c. Which questions did I have most trouble answering adequately?

# 9

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Yes    No

7. Did I ask relevant questions when given the opportunity to do so?

8. What were my greatest strengths in the interview?

9. What were my greatest areas of weakness?

10. Did the interviewer do a good job working with me? If no, what went wrong?

☐ ☐

11. How would I assess my overall performance?

Poor      Adequate      Good      Excellent

12. How could I have improved this interview?

Interviewer Name(s): \_\_\_\_\_

Date: \_\_\_\_\_

Adapted from: [http://www.dal.ca/~staffing/html/interview\\_evaluation.html](http://www.dal.ca/~staffing/html/interview_evaluation.html)