**Self-Assessment: Interview Evaluation Checklist**

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? \_\_\_Yes No\_\_\_
3. Was I courteous to everyone I dealt with? \_\_\_Yes No\_\_\_
4. Did I know the interviewer's name and use it correctly? \_\_\_Yes No\_\_\_
5. Did I give positive signals about my interest in the position? \_\_\_Yes No\_\_\_

(a) Did I show interest, eagerness, and enthusiasm in my body language by sitting up and leaning forward? \_\_\_Yes No\_\_\_

(b) Was my tone of voice pleasant and easy for the interviewer to hear? \_\_\_Yes No\_\_\_

(c) Did I look at the interviewer, both when speaking and when being spoken to? \_\_\_Yes No\_\_\_

(d) Did I fidget or appear nervous? \_\_\_Yes No\_\_\_

(e) Did I show that I was listening by answering the questions that was asked? \_\_\_Yes No\_\_\_

(f) Did I control my annoyance when dealing with irrelevant questions or interruptions? \_\_\_Yes No\_\_\_

1. Did I answer all the questions put to me adequately? \_\_\_Yes No\_\_\_

(a) Did I demonstrate my qualifications in the following areas:

(1) Educational Background............\_\_\_Yes No\_\_\_

(2) Work Experience.............\_\_\_Yes No\_\_\_

(3) Accomplishments.............\_\_\_Yes No\_\_\_

(4) Career plans and goals.........\_\_\_Yes No\_\_\_

(5) Knowledge of the Company.........\_\_\_Yes No\_\_\_

(6) Knowledge of the Job in Question .........\_\_\_Yes No\_\_\_

(b) Did I answer all the questions honestly?........\_\_\_Yes No\_\_\_

(c) Did I convince the employer that I was qualified?.........\_\_\_Yes No\_\_\_

(d) Which questions did I have most trouble answering adequately?

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

\_\_\_Yes No\_\_\_

1. What were my greatest strengths in the interview?
2. What were my greatest areas of weakness?
3. Did the interviewer do a good job working with me? .\_\_\_Yes No\_\_\_ If no, what went wrong?
4. How would I assess my overall performance?

\_\_Poor \_\_Adequate \_\_Good \_\_\_Excellent

1. How could I have improved this interview?

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

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

Adapted from: http://www.dal.ca/~staffing/html/interview\_evaluation.html