



# Mock Interview Feedback Form

V1.0

Experienced  
Professional

# INTERVIEW DETAILS

*Name of Applicant:*

*Applicant Number:*

*Name of Interviewer:*

*Date and Time of interview:*

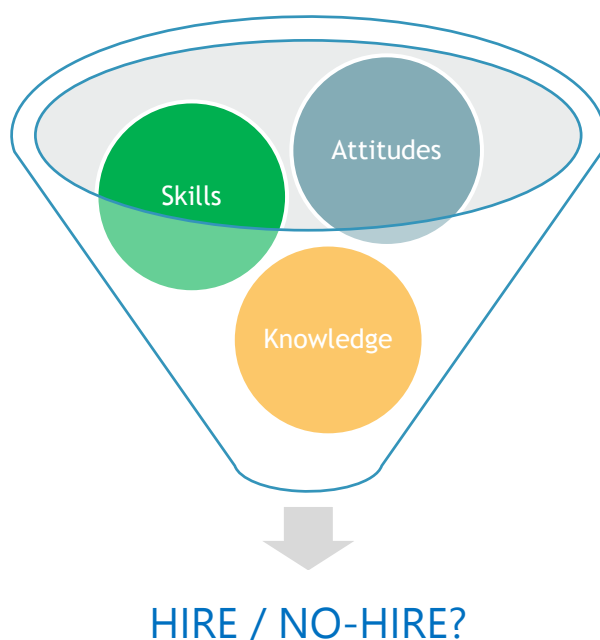
## Instructions for Interviewer:

The feedback form contains 3 distinct areas for evaluating an applicant based on KNOWLEDGE, SKILLS, and ATTITUDES (KSA).

1. The first two areas focus on the **KNOWLEDGE** of the applicant as relevant for the job that she is applying.
2. The next seven areas has three different probing questions each and they focus on the **SKILLS** of the candidate. You may choose to ask one or more of these or similar questions (we suggest you ask one depending on the applicant).
3. The final 4 areas focus on the **ATTITUDES**, behaviour and communication skills which are overarching.

Listen to the interviewee's response, and then highlight your rating by circling number between 1 and 5. If you have additional feedback, write it down in the space provided.

Once you have completed evaluating the candidate on all the areas, make an overall rating of the applicant, taking into account all of the information you have received.



## Best Practices:

While interviewing for **SKILLS**, ask the candidate questions about how she has handled various situations at college. You may even tell the candidate the following before you ask the questions.

While you answer the questions tell me a little about

- The **SITUATION** (Tell me a situation....)
- Your **ACTION** (What YOU DID in that situation)
- The **RESULT** (What was the RESULT of your action)

## KNOWLEDGE

<b>1</b>	<b>Educational Qualification</b>			
A. Tell me more about you and your education and job experience. B. Tell me succinctly about the projects have you done during your career? C. What other areas interest you?				
Notes:				
<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>	<b>5</b>
Poor – A not so great performance throughout career and has little related hobbies.		Average – Good performance throughout career and has some related hobbies and interests.		Stellar – Distinction throughout career and has several related hobbies and interests.

<b>2</b>	<b>Interest in the job</b>			
A. Can you tell me some of the reasons why you decided to apply for this job? B. What are some of the experiences you have had in the past that increased your interest in this job? C. What knowledge do you have about what would you do on this job?				
Notes:				
<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>	<b>5</b>
Appears to have little interest in the job. Has little knowledge of the work.		Has some interest in the job. Has some knowledge of the work.		Has strong interest in the job. Understands the work well.

3	Technical Knowledge (Scan resume first and prepare questions before interview)			
<div><div></div>Before coming for the mock interview scan the resume for the technical experiences, prepare 8 to 10 questions.</div> <div><div></div>Fist check with the candidate about the technical area he is conversant with, and then ask 4 to 5 relevant questions from the hand-out.</div>				
Notes:				
1	2	3	4	5
Was a disaster. Did not answer a single questions correctly.		Was OK. Could answer half the questions correctly.		Outstanding! This guy knows his stuff. Answered everything correctly.

4 General Knowledge about Technical Industry				
<div><div></div> Before coming for the mock interview scan the resume for the interest areas, and prepare 5 to 6 questions.</div> <div><div></div> Firt check with the candidate about the language he is conersant with, and then ask 3 to 4 relevant questions from the hand-out.</div>				
Notes:				
1	2	3	4	5
Looks like he never reads a newspaper. Did not know anything about the industry he wasnts to get into.		Knows some things. But can do better.		This guy is ahead of the packs. Follows the trend and knows the industry well.

## SKILLS

<b>1</b>	<b>Ability to develop alternative solutions and choose the best alternative to a problem</b>			
<p>A. Describe a time when you were missing something you needed to finish a project on your last job.</p> <p>B. Tell me about a time when you had some work to do, but you were not exactly sure how to do it.</p> <p>C. Describe a time when you had an idea about a different way to make, build, or repair something.</p>				
Notes:				
<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>	<b>5</b>
Could have difficulty solving problems, either in developing solutions or choosing one.		Could probably solve simple problems, but does not appear to develop many solutions before choosing one or has trouble choosing a solution		Could solve problems in a creative way, thinking of workable solutions and choosing the best approach

<b>2</b>	<b>Ability to plan and organize tasks to meet deadlines</b>			
<p>A. Describe how you went about planning a project that you completed from start to finish.</p> <p>B. Tell me about a time when you were proud of the way you organized a project.</p> <p>C. Describe a time when you were working on an important deadline, but something of higher priority came up and prevented you from making the deadline.</p>				
Notes:				
<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>	<b>5</b>
Could have difficulty planning and organizing work; may frequently miss deadlines		Could plan work and usually make deadlines		Could plan and organize work so that deadlines are almost always met

<b>3 Ability to work smoothly with others as a team to complete a task</b>				
<p>A. Tell me about a time when you had to work with three or more people to complete a project.</p> <p>B. Describe a time when you were given a choice of doing a group project, or working on your own.</p> <p>C. Describe a team activity that you like to participate in.</p>				
Notes:				
1	2	3	4	5
Could probably only be productive working alone		Would be able to work on a team at times, but may experience some difficulties		Would almost always work very well with others on a team

<b>4 Ability to maintain good relations with others at place of work/study</b>				
<p>A. Tell us about a time at work, when someone really got on your nerves.</p> <p>B. Tell us about a time when someone criticized something you made, or something you did.</p> <p>C. Describe a time when a co-worker, or friend, wanted to do something that you did not agree with.</p>				
Notes:				
1	2	3	4	5
Could have difficulty at times, in getting along with others at work		Could usually get along with others at work with few difficulties		Could be expected to consistently maintain good relationships with others at work almost all of the time.



<b>5 Ability to be self-motivated, responsible, and dependable without close supervision</b>				
<p>A. Think of a time when the instructions you received from your manager, were not very clear about how to complete a specific task.</p> <p>B. Describe a time when you knew that project had to get done, but no one was standing over your shoulder forcing you to complete it.</p> <p>C. Tell me about the most challenging project you've ever done completely on your own.</p>				
Notes:				
1	2	3	4	5
Appears to need encouragement to work; could require constant supervision		Could usually get the job done; may require encouragement to work at times		Could almost always work with very little supervision; would almost always get the job done

<b>6 Ability to remain calm in an emergency situation</b>				
<p>A. Describe a time when you, a friend, a co-worker, or a family member were injured.</p> <p>B. Tell me about a time when an accident happened and when you, or someone around you, panicked.</p> <p>C. Tell me about a time at work, when something went wrong, quite unexpectedly.</p>				
Notes:				
1	2	3	4	5
May become easily upset by circumstances; might tend to panic		May become upset in stressful circumstances, but appears to monitor own reactions and tries to remain calm		Would usually remain calm in stressful situations and be able to guide others

## ATTITUDES

1	First Impression and Apperance			
A. Applicant submits an updated, targeted and professional looking resume prior to the interview B. Applicant expresses optimism and energy in initial greeting; offers a solid handshake C. Applicant is well groomed, has good hygiene and is appropriately dressed D. Applicant smiles and speaks clearly and distinctly; words are not mumbled				
Notes:				
1	2	3	4	5
Resume had too many mistakes. Not well groomed, and handshake was not firm. Was very nervous and serious all the time.		Resume was good. Handhake was ok. Was smiling but nervous. Well dressed.		Impeccable resume. Well dressed. Firm handshake. And had a simple, open, similing disposition.

2	Behaviour, Body Language (Non-Verbal)				
A. Applicant demonstrates professionalism; sits squarely in chair; has good posture					
B. Applicant demonstrates openness and receptiveness; open position (arms are not crossed)					
C. Applicant demonstrates interest and enthusiasm; leans slightly forward; uses facial expressions					
D. Applicant demonstrates confidence and attentiveness; maintains good eye contact					
E. Applicant maintains poise; appears relaxed; doesn't shift and fidget excessively					
Notes:					
</					

<b>3 Verbal Communication</b>				
A. Applicant responds with concise, organized and well thought-out answers B. Applicant articulates ideas clearly and uses proper grammar and appropriate vocabulary C. Applicant demonstrates research and understanding of the desired career, position & employer D. Applicant demonstrates self awareness of work values and personal motivators E. Applicant illustrates strengths and skills through specific examples F. Applicant relates past achievements to skills used in the job G. Applicant avoids flat “yes” or “no” answers H. Applicant discusses a weakness honestly but neutralizes it by explaining steps taken to improve I. Applicant asks appropriate questions about the job and employer				
Notes:				
1	2	3	4	5
Provided incomplete or difficult-to-follow responses to interview questions		Provided understandable answers to most interview questions		Spoke clearly; provided complete, understandable responses to interview questions

<b>4 Closing the Interview</b>				
A. Applicant inquires about timeframe and next actions to be taken B. Applicant thanks interviewer by name and acquires appropriate contact info. for follow-up				
Notes:				
1	2	3	4	5
Was nervous and did not ask any follow-up questions or thanks the interviewer.		Did not ask any questions. However thanked the interviewer.		Candidate asked follow-up questions and thanked the interviewer.

## Overall Impression of the Interview

You're hired!	
You may get the job, but you haven't edged out the competition yet!	✓
You need more practice and preparation before going on job interviews.	