

Interviewee Evaluation

Job Applicant _____ Interviewer _____

Major and/or Position Sought _____ Date of Interview _____

FIRST IMPRESSIONS/IMAGE & APPEARANCE...		+ √ -
Applicant submits an updated, targeted and professional looking resume prior to the interview		
Applicant expresses optimism and energy in initial greeting; offers a solid handshake		
Applicant is well groomed , has good hygiene and is appropriately dressed		
Applicant smiles and speaks clearly and distinctly ; words are not mumbled		
Additional comments...		
NONVERBAL BEHAVIOR/BODY LANGUAGE...		+ √ -
Applicant demonstrates professionalism ; sits squarely in chair; has good posture		
Applicant demonstrates openness and receptiveness ; open position (arms are not crossed)		
Applicant demonstrates interest and enthusiasm ; leans slightly forward; uses facial expressions		
Applicant demonstrates confidence and attentiveness ; maintains good eye contact		
Applicant maintains poise ; appears relaxed ; doesn't shift and fidget excessively		
Additional comments...		
VERBAL COMMUNICATION/KEY INTERVIEW CONTENT...		+ √ -
Applicant responds with concise, organized and well thought-out answers		
Applicant articulates ideas clearly and uses proper grammar and appropriate vocabulary		
Applicant demonstrates research and understanding of the desired career, position & employer		
Applicant demonstrates self awareness of work values and personal motivators		
Applicant illustrates strengths and skills through specific examples		
Applicant relates past achievements to skills used in the job		
Applicant avoids flat "yes" or "no" answers		
Applicant discusses a weakness honestly but neutralizes it by explaining steps taken to improve		
Applicant asks appropriate questions about the job and employer		
Additional comments...		
CLOSING THE INTERVIEW...		+ √ -
Applicant inquires about timeframe and next actions to be taken		
Applicant thanks interviewer by name and acquires appropriate contact info. for follow-up		
Additional comments...		

Also, on a separate sheet of paper, please provide more detailed feedback on the following:

1. What were the interviewee's top 5 strengths?
2. What are the top 5 behaviors or other aspects that the interviewee can improve?