

# FAU Career Development Center - Mock Interview Rating Form

student name \_\_\_\_\_

advisor name \_\_\_\_\_

	1	2	3	4	SCORE
<b><u>Appearance</u></b>	<b>Very Unprofessional.</b> Did not dress in proper interview attire or was messy and wrinkled - wore shorts, flip flops, hat, t-shirt, or other apparel that was improper. Could not identify proper interview attire.	<b>Unpolished.</b> Wore casual khakis or jeans with a semi-casual shirt or blouse. Candidate may have not worn tie or professional heels. Was able to identify what would have made attire professional.	<b>Good.</b> Almost perfect professional appearance, but had one or two items that stood out to be less professional - for example, too short of skirt. Was able to identify what would have made attire professional.	<b>Exceptional!</b> Wore exceptional interview attire - conservative suit, proper length skirt, well-pressed garments and overall - well groomed.	
<b><u>First Impression</u></b>	<b>Poor Impression.</b> May have been late to the interview, appeared too casual or uninterested initially, provided poor handshake or greeting, etc.	<b>Unpolished Impression.</b> Was on time to the interview, but offered poor greeting, handshake or appearance, etc.	<b>Good.</b> Was on time to the interview; looked interested and had a professional appearance - may need to practice greeting or handshake.	<b>Exceptional!</b> Was on time to the interview, offered a professional appearance, and gave a great handshake and greeting.	
<b><u>Non-verbal Behavior</u></b>	<b>Poor.</b> May have used many distracting hand gestures or no eye contact - Candidate appeared as if they were completely uninterested or heavily slouched.	<b>Unpolished.</b> May have used distracting hand gestures or may have slouched in the interview for approximately half of their interview time.	<b>Good.</b> Used some distracting hand gestures or may have slouched some of the time during the interview, but overall they looked interested.	<b>Exceptional!</b> Used appropriate hand gestures and displayed good posture & appropriate eye contact - generally illustrated that they were interested.	
<b><u>Communication</u></b>	<b>Poor.</b> May have organized thoughts in an unclear way, used slang, or may have been too concise or brief with answers given.	<b>Unpolished.</b> May need some work with organizing thoughts and using examples to strengthen issues discussed.	<b>Good.</b> Organizes thoughts well, uses proper grammar, but may still need to use examples.	<b>Exceptional!</b> Gives solid introductions and conclusions to thoughts, expresses themselves in proper grammar, and uses examples.	
<b><u>Resume</u></b>	<b>No Resume Available.</b> Candidate did not have resume when interviewer requested.	<b>Poor Resume Presentation.</b> Had resume, but it may have been inconsistent with verbal presentation, wrinkled or messy, or error laden.	<b>Good Resume Presentation.</b> Resume was good but may have contained some errors or could have been presented better.	<b>Exceptional!</b> Candidate's resume contained no errors, was cleanly presented on resume paper, and consistent with verbal presentation.	
<b><u>Selling Yourself</u></b>	<b>No Self Promotion.</b> Did not highlight strengths or promote themselves in a positive way - poor performance in appearance and first impression.	<b>Little Self Promotion.</b> Had professional appearance and good first impression, but did not highlight strengths accordingly.	<b>Good Self Promotion.</b> Had professional appearance and good first impression, and stated examples.	<b>Exceptional!</b> Professional appearance & exceptional first impression - sold strengths throughout presentation, showed desire & summarized enthusiasm.	
<b><u>Preparation</u></b>	<b>Unprepared.</b> No advance preparation candidate was unfamiliar with the employer, the job announcement, and industry news/did not prepare questions.	<b>Some research</b> or preparation regarding employer or industry area - may have visited an employer's website, but may have not prepared questions.	<b>Moderately prepared.</b> In advance of interview, performed some research - reviewed websites and read some industry news, prepared some questions.	<b>Well prepared!</b> Researched a great deal before the interview through websites, professional associations, and industry resources - Great questions.	
<b><u>Overall Impression</u></b>	<b>Poor Overall</b>	<b>Unpolished Overall</b>	<b>Good Overall</b>	<b>Exceptional Overall</b>	

**Comments:**