

# INTERVIEW EVALUATION FORM

Student Name \_\_\_\_\_

TOTAL \_\_\_\_\_

## STUDENT EMPLOYMENT EVALUATION INTERVIEW SCORE SHEET

**Score:** Poor..... 1 ..... 2 ..... 3 ..... 4 ..... 5 ..... Excellent

- \_\_\_\_\_ **Presentation:** Professional and appropriate dress and appearance, makes eye contact, has a good handshake, uses appropriate body language and presents an image conducive to our office's image.
- \_\_\_\_\_ **Preparation for the Interview:** Knowledgeable of the office/department, understands job expectations, demonstrates preparedness for the job, able to ask pertinent questions and has related work and academic experience.
- \_\_\_\_\_ **Verbal Communication/Content of Answers:** Persuasive/passionate in presenting ideas, quickly grasps concepts/questions, responds directly to questions, uses correct grammar and vocabulary, articulate and presents ideas logically and succinctly.
- \_\_\_\_\_ **Interpersonal Skills:** Enthusiastic, energetic, motivated, mature and has initiative; comfortable and confident around multiple personality types: open, engaging and candid demeanor; demonstrates listening skills and empathy.
- \_\_\_\_\_ **Desire/Interest:** Determined, eager, sincere, passionate, wants position and will work hard after hired.
- \_\_\_\_\_ **Skill Level:** Possesses required skills.

\_\_\_\_\_ **TOTAL**

\_\_\_\_\_ Interviewer's Initials

Comments:

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