Mock Interview Feedback Form

Chapter 15.4: Interview Skills and Workplace Readiness

About This Feedback Form

This form is designed to provide structured, constructive feedback following a mock interview. Thoughtful feedback helps the interviewee identify both strengths and areas for improvement. When completing this form, be specific, balanced, and focused on behaviors that can be changed.

> ### Tips for Giving Effective Feedback:
>
> - **Be specific** - "Your answer about leadership included a strong STAR example with measurable results" is more helpful than "Good answer about leadership."
> - **Balance positive and constructive** - Identify both strengths and areas for improvement
> - **Focus on behaviors** - Comment on what the person did, not who they are
> - **Be actionable** - Provide suggestions that can be implemented in future interviews

Interview Information

Interviewee Name:	
Interviewer Name:	
Position/Role Discussed:	
Date:	

Evaluation Criteria

Content of Responses

Evaluate how well the interviewee addressed the questions with relevant, well-structured responses.

Criteria	Rating (1=Needs Improvement, 5=Excellent)	Comments
Relevance of examples to questions	○ 1 ○ 2 ○ 3 ○ 4 ○ 5	
Use of STAR method structure	○ 1 ○ 2 ○ 3 ○ 4 ○ 5	
Specificity of examples	○ 1 ○ 2 ○ 3 ○ 4 ○ 5	
Inclusion of measurable results	○ 1 ○ 2 ○ 3 ○ 4 ○ 5	
Conciseness and clarity	○ 1 ○ 2 ○ 3 ○ 4 ○ 5	

Delivery and Presentation

Evaluate how the interviewee presented themselves and communicated their responses.

Criteria	Rating (1=Needs Improvement, 5=Excellent)	Comments
Eye contact	○ 1 ○ 2 ○ 3 ○ 4 ○ 5	
Voice clarity and pace	○ 1 ○ 2 ○ 3 ○ 4 ○ 5	

Body language and posture	○ 1 ○ 2 ○ 3 ○ 4 ○ 5	
Confidence level	○ 1 ○ 2 ○ 3 ○ 4 ○ 5	
Professional language use	○ 1 ○ 2 ○ 3 ○ 4 ○ 5	

Overall Impression

Evaluate the interviewee's overall effectiveness and readiness for real interviews.

Criteria	Rating (1=Needs Improvement, 5=Excellent)	Comments
Preparation level	○ 1 ○ 2 ○ 3 ○ 4 ○ 5	
Ability to showcase strengths	○ 1 ○ 2 ○ 3 ○ 4 ○ 5	
Questions asked by interviewee	○ 1 ○ 2 ○ 3 ○ 4 ○ 5	
Overall interview effectiveness	○ 1 ○ 2 ○ 3 ○ 4 ○ 5	

Detailed Feedback

Strengths

Identify at least three specific strengths demonstrated during the interview.

Areas for Development

Identify 2-3 specific areas for improvement and provide actionable suggestions.

Most Memorable Response

Describe the most effective response given and why it stood out.

Specific Recommendations

Provide 2-3 concrete actions the interviewee can take to improve their interview skills.

Additional Notes