

Mock Interview Evaluation

As the job seeker, put yourself in the shoes of an employer. How would he or she respond to your answers, body language, preparation and knowledge of the company and position during an interview? Use the form below as you prepare and practice your interview skills. Give the form to others so they can score each category. Encourage them to provide honest feedback to help you improve. The goals of the mock interview are to (1) recognize strengths and weaknesses and (2) set goals for improvement.

Personal Appearance — Rate the applicant on the criteria below on a scale of 1 to 5 (1=poor and 5=excellent).

Criteria	Rating				
	1	2	3	4	5
1. Dressed appropriately for the interview					
2. Organized: had all of the necessary materials on hand in a professional, well-organized format					
3. Presented him or herself professionally (no gum, drinks, food, cell phone, etc.)					
COMMENTS					

Body Language — Rate the applicant on the criteria below on a scale of 1 to 5.

Criteria	Rating				
	1	2	3	4	5
1. Handshake					
2. Eye contact					
3. Voice level					
4. Facial expressions					
5. Posture and body position					
6. Self-confidence and comfort level					
7. Control of nervous habits					
COMMENTS					

Quality of Response to Questions — Rate the applicant on the criteria below on a scale of 1 to 5.

Criteria	Rating				
	1	2	3	4	5
1. Effectively shared examples using the SAR technique					
2. Presented an effective 60-second interview commercial					
3. Responded to questions appropriately					
4. Effectively described strengths, skills and abilities					
5. Came prepared with questions for the employer					
6. Used power words					
COMMENTS					

Overall Presentation

Provide any additional feedback on your impression of the interview: