

Interview Checklist

Name: _____

Directions: Evaluate the mock interview you witness by deciding how well the interviewee answers the interview questions and their presentation.

Interview Steps to Complete	Self-Check	Points Worth	Points Earned
Introduction		20	
How would you describe yourself?		Feedback:	
What career goals do you have for yourself?			
Please describe the ideal job for you.			
What influenced you to choose this career?			
Job Description		20	
What do you think it takes to be successful in this career?		Feedback:	
If we hired you, what would you be responsible for in your role?			
What are the most important parts of this job?			
How to Become One		20	
What steps have you taken to prepare for this job? Consider what you've done in high school and after high school.		Feedback:	
What other experiences, training, certificates, or licenses do you have for this job?			
How will your previous education benefit your career?			
Personal Reflection		20	
Why did you apply for this job?		Feedback:	
What are qualities you think you'll need for this job?			
How is your personality suited for this position?			
Interview Presentation		20	
Body Language: <i>eye contact, smile, handshake</i>		Feedback:	
Oral Communication Skills: <i>greeting, annunciation, volume, concise, thinking before speaking</i>			
Listening Skills: <i>answering the question, remaining on-topic</i>			
Total		100	