



# Mock Interview Feedback Form

Applicant: \_\_\_\_\_ Date: \_\_\_\_\_  
Job Choice: \_\_\_\_\_ Interviewer: \_\_\_\_\_

*The interviewer will fill out this feedback form and discuss the rating with the applicant.*

### Rating Key

- 2 points - Excellent or good, would not be a problem in a job interview
- 1 point - Fair, needs improvement; could be a problem in a job interview
- 0 points - Poor, needs much improvement; will be a serious problem unless addressed

### First Impression/Dress/Clear Speech

- 1. Gives feeling of optimism and energy when first meeting the interviewer 1. \_\_\_\_
- 2. Has completed resume 2. \_\_\_\_
- 3. Is groomed well, is neatly and appropriately dressed 3. \_\_\_\_
- 4. Talks clearly and distinctly, words are not mumbled 4. \_\_\_\_

### Nonverbal Behavior/Body Language

- 5. Sits squarely in chair, has good posture 5. \_\_\_\_
- 6. Maintains open position (arms not crossed and so on) 6. \_\_\_\_
- 7. Leans slightly forward (about ten degrees) 7. \_\_\_\_
- 8. Establishes good eye contact throughout the interview 8. \_\_\_\_
- 9. Appears relatively relaxed, maintains poise 9. \_\_\_\_

### Content of Job Interview

- 10. Communicates job objective to interviewer 10. \_\_\_\_
- 11. Expresses work values, explaining why job is wanted 11. \_\_\_\_
- 12. Makes known abilities relevant to the job being sought 12. \_\_\_\_
- 13. Relates past achievements to skills needed for the job 13. \_\_\_\_
- 14. Demonstrates interest and enthusiasm for the job 14. \_\_\_\_
- 15. Answers interviewer's questions with confidence 15. \_\_\_\_
- 16. Neutralizes weaknesses or turns them into positives 16. \_\_\_\_
- 17. Asks questions about the job or work organization 17. \_\_\_\_
- 18. Avoids flat "yes" or "no" answers to questions 1 8. \_\_\_\_

### Closing the Interview

- 19. Learns when interviewer will contact her about the hiring decision 19. \_\_\_\_
- 20. Thanks interviewer by name for the interview 20. \_\_\_\_

Total Points: \_\_\_\_\_

- 36-40 points: You're hired!!!
- 30-35 points: You may get the job, but other candidates are in the running too!
- 20-29 points: Your getting the job is doubtful, you need more interview practice.
- 11-19 points: Not likely to get the job; much more interview practice is needed.
- 0-10 points: No job; you definitely need to do much more hard work on preparation and planning for job interviews and career planning in general.

Other notes/thoughts/comments: