# Mock Interview Evaluation Sheet

**Student Name:**_________________________  **Instructor’s Name:**_________________________  **Interviewer:**_________________________

**Student Arrival Time:**_______________  **Appointment Date/Time:**____________________

<table>
<thead>
<tr>
<th>Score</th>
<th>Beginning 1</th>
<th>Basic 2</th>
<th>Proficient 3</th>
<th>Advanced 4</th>
<th>Exceptional 5</th>
<th>Resume</th>
<th>Cover Letter</th>
<th>Dress</th>
<th>Response to Questions</th>
<th>Nonverbal Behavior</th>
<th>Attitude</th>
<th>Questions for Interviewer</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>The candidate demonstrated none of the following attributes:</td>
<td>The candidate demonstrated one or two of the following attributes:</td>
<td>The candidate demonstrated three of the following attributes:</td>
<td>The candidate demonstrated all but one or two of the following attributes:</td>
<td>The candidate demonstrated all of the following attributes:</td>
<td>Aesthetic appeal, accuracy, consistency, corresponded well with the position, conciseness yet descriptiveness, and highlighted the candidate.</td>
<td>Well-formatted, conciseness, utilized correct sentence structure and grammar, descriptive about how he/she can contribute to the company, demonstrated that his/her experiences directly relates to the particular position, described specific reasons for interest in company, and took the initiative to ask for an interview or provided contact information.</td>
<td>Business professional clothing or clothing appropriate for his/her field of work, modest and appropriately fitting clothing, minimal jewelry and make-up, no tattoos or piercings visible, conservative well maintained shoes, and well groomed with neat and clean hair.</td>
<td>Self-awareness regarding his/her strengths and weaknesses, demonstrated how he/she would contribute to the company, described reasons for interest in specific company, understood/researched the company, explained how experience aligns with the position, remained positive even when asked negative questions, neither spoke too much nor too little, and avoided filler words.</td>
<td>Confident body language (good posture, taking up space in chair, avoiding self-soothing behaviors such as touching face and hair), relaxed body language (avoiding fidgeting, wiggling, swiveling), smiled and made appropriate facial expressions.</td>
<td>Positivity, confidence, interest in profession and position, enthusiasm for field, alertness, maturity, and calmness (not overly anxious).</td>
<td>Open-ended, demonstrated he/she had researched the company, were not focused on what he/she could get from the company (salary, benefits), illustrated that the candidate was considering how to contribute to the company, and indicated that he/she was trying to picture himself/herself within the company.</td>
</tr>
</tbody>
</table>

Would you hire this student or advance this student on to a second level interview based upon this interview?

____ Yes  
____ No  
____ Needs further evaluation

Would you admit this student into graduate/professional school based upon this interview?

____ Yes  
____ No  
____ Needs further evaluation

Comments: