

Phone Mock Interview Evaluation Sheet

Student Name: _____ Instructor's Name: _____ Interviewer: _____

Student Arrival Time: _____ Appointment Date/Time: _____

	Beginning 1	Basic 2	Proficient 3	Advanced 4	Exceptional 5	Score
	The candidate demonstrated none of the following attributes:	The candidate demonstrated one or two of the following attributes:	The candidate demonstrated three of the following attributes:	The candidate demonstrated all but one or two of the following attributes:	The candidate demonstrated all of the following attributes:	
Resume	Aesthetic appeal, accuracy, consistency, corresponded well with the position, conciseness yet descriptiveness, and highlighted the candidate.					
Cover Letter	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.					
Response to Questions	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.					
Attitude	Positivity, confidence, interest in profession and position, enthusiasm for field, alertness, maturity, and calmness (not overly anxious).					
Background Noise	Level of background noise present throughout the interview					
Questions for Interviewer	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.					

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: