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|  | **1 - Needs Improvement** | **3 - Average** | **5 - Effective** | **Comments** |
| **First Impressions**Greetings, attire and professionalism |  Attire was unprofessional  for an interview Arrived late to the  interview Did not greet or shake  hands with interviewer(s) Did not come across as  friendly or engaging with  interviewers |  Attire was ok, but not  business professional Arrived on time to  the interview Greeted or shook hands with  interviewer(s), but  not in professional  manner Some improvements  could be made in  smiling, being friendly  and engaging with  interviewers |  Attire was business  professional Arrived 10-15 min  ahead of interview Greeted and shook  hands with  interviewer(s) in a  professional manner Smiled, had friendly  demeanor and was  engaged |  |
| **Communication Delivery**Interviewing skills and techniques |  Eye contact was not  adequate Spoke too quickly, Slowly, or quietly Non-verbal body language  was distracting, ex:  movements of chair, pen,  hair, etc. Communication style,  grammar or language  inappropriate for  audience Speaker interrupted |  Eye contact was  adequate but not  consistent Spoke at times too  quickly or slowly Non-verbal body  language was mostly  complimentary, but  sometimes distracting Communication style,  grammar or language  was often good but  sometimes  inappropriate for  audience |  Eye contact excellent  with each interviewer Spoke at appropriate  pace, volume, and  did not interrupt Non-verbal body  language  complimented the  interview Communication style,  grammar or language  appropriate for  audience |  |
| **Interview Content**Qualifications and Career Knowledge |  Demonstrated lack of  knowledge about the  program and/or  profession Did not answer questions  using examples that  matched content  requested Answers lacked detail and  were of inappropriate  length |  Demonstrated some  knowledge about the  program and/or  profession but should  have prepared more Answered questions  Using ok examples  that matched content  requested Some answers  provided detail and  others did not; lacked  time management  |  Demonstrated  excellent knowledge  about the program  and/or profession Answered questions  using good examples  that matched content  requested Answers provided  enough detail and  were of appropriate  length |  |
| **Appropriate Verbiage** |  Filler words (um, like, uh,  right,) used frequently |  Filler words used  moderately |  Filler words used  minimally |  |
| **Interest Level** |  Could not tell if  interested in the  profession  |  Demonstrated marginal interest in the  profession  |  Expressed genuine  interest in the  profession  |  |
| **Final Impressions**Wrap Up  |  Did not ask questions Did not thank  interviewers for their  time, did not shake  hands, departed in a less  than warm manner |  Asked generic,  mediocre questions Left out 1 or more key  elements when  departing |  Expressed genuine  interest in the  profession  Asked thoughtful,  tailored, relevant  questions Thanked  interviewers for time,  shook hands,  departed warmly |  |
|  |  |  | ***Score Total:*** |  ***/ 30*** |

*\*All interviews will be conducted and video/voice recorded for candidate evaluation team review.*