

Instructions for the INTERVIEWER:

Please deduct points based upon the suggestions given in the bulleted points under each category. A simple Yes/No and/or Comment would assist you for each bullet. I will total the overall points based upon the checks made for each category (Very Good through Needs Improvement)

Interview Critique Form					
Name:	Very Good	Satisfactory	Fair- could be better	Needs Improvement	Comments
Interviewer:					
Date:					
1. Initial, or opening presentation (impression) <ul style="list-style-type: none"> Did the student shake your hand firmly? Did the student greet you or wait to be greeted? Did the wait to be invited to sit, or sit down immediately? Did the student keep his/her portfolio on the lap, or set it on the desk? 					
2. Eye contact <ul style="list-style-type: none"> Did the student maintain eye contact throughout the entire interview? 					
3. Sitting position <ul style="list-style-type: none"> Did the student maintain good posture, or slouch? Did the student have his/her legs crossed appropriately (i.e. not in the "figure 4" resting one ankle on the other leg, etc) 					
4. General appearance, grooming (hair, makeup, shave, beard, mustache, etc..) <ul style="list-style-type: none"> Did the student wear professional attire, or show up in oversized jeans, untucked shirts, unshaven, wild hair, etc? 					
5. Mannerisms <ul style="list-style-type: none"> Were any nervous mannerisms exhibited (thumb twiddling, finger drumming, toe tapping, knee bouncing, fidgeting, etc?) Was the student smiling and personable or acting like he/she is at a funeral? 					
6. Ask for a copy of the student's resume and to preview his/her portfolio. Feel free to discuss this with the student as you review it. <ul style="list-style-type: none"> Did the student willingly share a copy of the resume, or did he/she forget a copy? Did the student seem enthusiastic about his/her portfolio and willingness to share and elaborate? 					
7. Ability to describe past work experiences, education, and training. Ask one of the following questions: <ul style="list-style-type: none"> What is your favorite subject and why? What is the toughest part of a job for you? Why? 					
8. Ability to explain personal goals, interests, and desires. Ask one of the following questions: <ul style="list-style-type: none"> How do you define or measure success? Have you been successful so far? Where do you want to be five years from now? Ten years? Why? 					

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9. Ability to explain questionable factors in personal life (functional limitations, frequent job changes, many years since last job) Ask one of the following questions: <ul style="list-style-type: none"> • What are your weak points? • Describe a situation when your work has been criticized and how you responded. 					
10. Ability to answer questions or make statements about company or job being applied for. <ul style="list-style-type: none"> • What would you do for us? What would you do that someone else can't? • Why should we hire/admit you? 					
11. Ability to listen attentively to interviewer's questions and to notice and respond to interviewer's body language <ul style="list-style-type: none"> • Did the student listen and maintain eye contact, or interrupt? 					
12. Manner of speech or conversation <ul style="list-style-type: none"> • Did the student clearly speak, or infuse sentences with Ums, Ahs, etc? • Did the student speak clear, articulating words/sentences, or speak too fast/slow? • Did the student speak loud enough, or was he/she too quiet/loud? 					
13. Enthusiasm, interest in job/position/school? <ul style="list-style-type: none"> • Did the student seems genuinely interested in this process/interview? • Did the student attempt to put his/her "best foot forward?" • Did the student appear confident and positive? 					
14. Overall impression. Would you hire/admit this applicant?					
15. Ability to ask appropriate questions and conclude the interview. Ask the student if he/she has any questions about the job/position/process, etc. <ul style="list-style-type: none"> • Did the student respond with an appropriate question, or seem nervous and simply state "No"? • Did the student thank you for your time and exit the interview professionally, or give an abrupt "Bye" and walk out? • Did the student shake your hand to conclude the interview? 					
Scoring					Totals
	4	3	2	1	Final Score= /60 points