

Interview Grade Sheet

You will be participating on mock interviews. Use the interview Checklist to help you evaluate each job applicant. Provide a score on each of the six categories on a scale of 1 to 5, five being the best. Afterwards, make some comments and suggestions that will help the applicant improve his/her interviewing skills.

#1 _____

Comments and/ or Suggestions: _____

Appearance _____
Body Language _____
Responsiveness _____
Attitude _____
Application/ Resume _____
Closing the Interview _____
Total Points _____

#2 _____

Comments and/ or Suggestions: _____

Appearance _____
Body Language _____
Responsiveness _____
Attitude _____
Application/ Resume _____
Closing the Interview _____
Total Points _____

#3 _____

Comments and/ or Suggestions: _____

Appearance _____
Body Language _____
Responsiveness _____
Attitude _____
Application/ Resume _____
Closing the Interview _____
Total Points _____

#4 _____

Comments and/ or Suggestions: _____

Appearance _____
Body Language _____
Responsiveness _____
Attitude _____
Application/ Resume _____
Closing the Interview _____
Total Points _____

