

Carolina Union Interview Performance Evaluation

Applicant: _____

Position: _____

Interviewer: _____

<i>5= Excellent, 4=Very Good, 3= Good/Average, 2=Poor, 1= Very Poor</i>	5	4	3	2	1	Comments
First Impression						
Showed up on time	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Firmly shook hands of interviewer, smiled and greeted	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Had resume/references and offered professional copies	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Greeted and maintained eye contact	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Dressed appropriately	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Proper Posture/ Hand and facial movements were natural	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Interview Behaviors						
Demonstrated knowledge about the position and org.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Answered questions completely, and briefly	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Presented information in an organized way	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Understood CU needs/Emphasized qualifications	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Understood position/Presented work related skills	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Displayed enthusiasm	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Integrated strengths and their usage within position	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Acted in a polite and respectful manner	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Referenced specific info on resume/application	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Responded to questions promptly, but not hurriedly	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Asked appropriate questions of the interviewer	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Spoke clearly and at an appropriate volume	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Avoided use of filler/buzz/empty words, slang, etc.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
<u>OVERALL PREPARATION</u>						<p style="color: red; font-weight: bold; margin: 0;">↓ INTERVIEWER: PLEASE SIGN AND DATE IN THIS BOX TO CONFIRM COMPLETION OF INTERVIEW.</p>
<p>POINTS AVAILABLE <u>100</u></p> <p>POINTS EARNED ____</p>						

HOW YOU DID:	TOTAL SCORE RANGE
<p style="text-align: center;">Very Solid Performance</p>	<p style="text-align: center;">90 - 100</p>
<ul style="list-style-type: none"> • Resume was printed and presented in a professional manner • Showed up on time in appropriate attire • Demonstrates confidence through voice, body language, and eye contact. • Provides detailed and specific answers to questions • Sells skills and references previous experience 	<ul style="list-style-type: none"> • Clearly explains how skills and qualities match the job description • Asks thoughtful questions and demonstrates preparedness • Maintains a professional attitude and demeanor • Very clear and concise manner of speaking; avoids use of filler words • Demonstrates above-average maturity (professional, articulate, manners).
<p style="text-align: center;">Solid Performance</p>	<p style="text-align: center;">80 - 89</p>
<ul style="list-style-type: none"> • Resume was printed and presented in a professional manner • Showed up on time and in attire that was mostly appropriate • Decent poise, body language and eye contact • Somewhat confident • Provides specific answers to questions • Sells some skills 	<ul style="list-style-type: none"> • Displays some skills and qualities that match the job description • Asks some thoughtful questions and shows some signs of having done research on the company and position • Interviewee is usually professional when responding • Clear manner of speaking; used some filler words (um, uh, like, etc.) • Noticeable maturity (professional, articulate, manners).
<p style="text-align: center;">Needs Improvement</p>	<p style="text-align: center;">60 - 79</p>
<ul style="list-style-type: none"> • Resume was not presented or needed work • Showed up late and/or dressed semi-professionally • Not enough poise, body language indicated lack of interest, some eye contact made • Confidence is not convincing • Specific answers to some questions, others too general • Comes off as too inexperienced; vague in selling skills 	<ul style="list-style-type: none"> • Appears to have some communication problems • Skills do not match job description; lacks preparedness in research • Attempts to be professional when responding; • Manner of speaking is comprehensible, but sometimes a bit unclear; frequent use of filler words (um, uh, like, etc.) • Some maturity is evident (professional, articulate, manners).
<p style="text-align: center;">Needs Lots of Improvement</p>	<p style="text-align: center;">20 - 59</p>
<ul style="list-style-type: none"> • Resume was not presented • Showed up late and/or dressed unprofessionally • No poise, poor body language and little to no eye contact • Lack of confidence • Answers to questions are not sufficient, relevant or convincing • Inexperience is obvious 	<ul style="list-style-type: none"> • Does not display skills and abilities that are relevant to the position • Does not appear to have done any company research and is generally unprepared • Comes off as undependable and unprofessional • Manner of speaking is unclear, jumbled or poorly worded • Interviewee needs more experience and maturity
<p>ADDITIONAL COMMENTS:</p>	