STUDENT EMPLOYMENT EVALUATION

INTERVIEW SCORE SHEET

Score: Poor…….. 1 …….. 2 …….. 3 …….. 4 …….. 5 …….. Excellent

Presentation: Professional and appropriate dress and appearance, makes eye contact, has a good handshake, uses appropriate body language and presents an image conducive to our office’s image.

Preparation for the Interview: Knowledgeable of the office/department, understands job expectations, demonstrates preparedness for the job, able to ask pertinent questions and has related work and academic experience.

Verbal Communication/Content of Answers: Persuasive/passionate in presenting ideas, quickly grasps concepts/questions, responds directly to questions, uses correct grammar and vocabulary, articulate and presents ideas logically and succinctly.

Interpersonal Skills: Enthusiastic, energetic, motivated, mature and has initiative; comfortable and confident around multiple personality types: open, engaging and candid demeanor; demonstrates listening skills and empathy.

Desire/Interest: Determined, eager, sincere, passionate, wants position and will work hard after hired.

Skill Level: Possesses required skills.

TOTAL

Interviewer's Initials

Comments:

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