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| --- | --- | --- |
| **CATEGORY** | **SCORE** | **COMMENTS** |
| **I RESUME**  Is Re sume professional and neat?  Is Resume free of errors?  Does Resume “sell” examples of transferable skills?  Is Cover Letter professional and Neat?  Is Cover letter free of errors? | 1 2 3 4 5  1 2 3 4 5  1 2 3 4 5  1 2 3 4 5  1 2 3 4 5 |  |
|  |  |  |
| **II. Appearance and Poise:**  Is interviewee punctual?  Is interviewee dressed professionally and appropriately?  Does the interviewee appear confident and poised?  Does interviewee maintain good posture?  Does the interviewee make eye-contact with the interviewers?  Does the interviewee give an appropriate handshake? | 1 2 3 4 5  1 2 3 4 5  1 2 3 4 5  1 2 3 4 5  1 2 3 4 5  1 2 3 4 5 |  |
|  |  |  |
| **III. Skill Presentation**  Does the interviewee answer content of each question clearly?  Does interviewee “sell” their skills?  Does interviewee appear prepared and knowledgeable about the position they are applying for?  Does interviewee come across as someone who can work well with others?  Does interviewee answer questions with reference to strengths, skills, and abilities? | 1 2 3 4 5  1 2 3 4 5  1 2 3 4 5  1 2 3 4 5  1 2 3 4 5 |  |
|  |  |  |
| **IV. Delivery and Language**  Is interviewee interested and enthusiastic?  Does interviewee use proper language and enunciate their responses?  Is the interviewee professional, and mature throughout the interview?  Does the interviewee answer questions with appropriate wait time?  Does interviewee avoid distracting mannerisms and phrases? (“ums”, tapping, hair twirling, etc.)  Does interviewee ask pertinent questions? | 1 2 3 4 5  1 2 3 4 5  1 2 3 4 5  1 2 3 4 5  1 2 3 4 5  1 2 3 4 5 |  |