Sample Interview Assessment Sheet

Applicant Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Interviewer: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Position Sought: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

1 = Strongly Disagree 5 = Strongly Agree

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **First Impressions/ Image and Appearance** | | | | | |
|  | 1 | 2 | 3 | 4 | 5 |
| Applicant expresses optimism and energy for the position |  |  |  |  |  |
| Applicant is well groomed, has good hygiene and is appropriately dressed |  |  |  |  |  |
| Applicant smiles and speaks clearly; words are not mumbled |  |  |  |  |  |
| Additional comments | | | | | |

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| **Non Verbal/ Body Language** | | | | | |
|  | 1 | 2 | 3 | 4 | 5 |
| Applicant demonstrates professionalism; has good posture |  |  |  |  |  |
| Applicant demonstrates openness; leans slightly forward and uses facial expressions |  |  |  |  |  |
| Applicant demonstrates confidence; maintains good eye contact; appears relaxed and poised |  |  |  |  |  |
| Additional comments | | | | | |

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| **Verbal Communication** | | | | | |
|  | 1 | 2 | 3 | 4 | 5 |
| Applicant responds with concise and organized thought-out answers |  |  |  |  |  |
| Applicant articulates ideas clearly and uses proper grammar |  |  |  |  |  |
| Applicant uses specific examples from past employment, volunteer or class experience |  |  |  |  |  |
| Applicant demonstrates self awareness of work values and ethics |  |  |  |  |  |
| Applicant avoids ‘yes’ or ‘no’ answers and always gives qualitative answers |  |  |  |  |  |
| Applicant relates past achievements to skills used in the job |  |  |  |  |  |
| Applicant asks appropriate questions about the job |  |  |  |  |  |
| Additional comments | | | | | |