



Mock Interview Rating Scale

Candidate Name: _____ **Interviewer:** _____ **Date:** _____

Item 1 - First Impressions: First 10 Seconds

| | Key: 5=Excellent | 3=Average | 1=Poor |
|---------------------|--|--|--|
| ATTIRE | <ul style="list-style-type: none"> • Suit and tie, polished shoes, no open toes, no loud prints, conservative hem length. | <ul style="list-style-type: none"> • Neat/Appropriate | <ul style="list-style-type: none"> • Sloppy/Inappropriate • Wrinkled |
| GROOMING | <ul style="list-style-type: none"> • Exceptional - minimal jewelry, no distracting fragrances, clean, hair tidy and of natural color. | <ul style="list-style-type: none"> • Neat/Appropriate | <ul style="list-style-type: none"> • Sloppy/Inappropriate |
| COMMUNICATION STYLE | <ul style="list-style-type: none"> • Pleasant/Logical • Persuasive • Organized thoughts | | <ul style="list-style-type: none"> • Unpleasant/Indistinct • Responses long and off-track • Disorganized thoughts |
| ATTENTIVENESS | <ul style="list-style-type: none"> • Very bright | <ul style="list-style-type: none"> • Aware | <ul style="list-style-type: none"> • Distracted |
| PRESENTATION | <ul style="list-style-type: none"> • Very self-confident/poised • Relaxed | | <ul style="list-style-type: none"> • Very uncomfortable • Overly formal, stilted |
| Comments: | | | |

Item 2 – First Impressions: Introduction/Small Talk

| <input type="checkbox"/> Addressed interviewers by name. <input type="checkbox"/> Provided your own name. <input type="checkbox"/> Included a statement of gratitude. | | | |
|---|---|---|--|
| | Key: 5=Excellent | 3=Average | 1=Poor |
| SMALL TALK | <ul style="list-style-type: none"> • Initiated small talk, if situation allowed. • Responded to small talk easily (more than a short answer). • Established rapport. | <ul style="list-style-type: none"> • Small talk was hesitant | <ul style="list-style-type: none"> • Allowed an awkward pause • Too short/too long response • No rapport established. |
| ATTITUDE/DEMEANOR | <ul style="list-style-type: none"> • Enthusiastic without taking over interview. • Friendly, but job-focused. • Respectful | <ul style="list-style-type: none"> • Friendly, but lost job-focus. | <ul style="list-style-type: none"> • Pushy or reticent. • Entirely job-focused. • Arrogant |
| NONVERBAL | <ul style="list-style-type: none"> • Firm handshake. • Good eye contact. | | <ul style="list-style-type: none"> • Limp handshake. • Often failed to maintain eye contact |
| Comments: | | | |

Item 3 – General Communication Style

| | Key: 5=Excellent | 3=Average | 1=Poor |
|---|--|---|---|
| <input type="checkbox"/> No cell phone interruptions. | | | |
| PACE | <ul style="list-style-type: none"> • Conversational | | <ul style="list-style-type: none"> • Awkward gaps |
| INTERRUPTING | <ul style="list-style-type: none"> • Never | <ul style="list-style-type: none"> • Once or twice | <ul style="list-style-type: none"> • Frequently |
| CONCISENESS | <ul style="list-style-type: none"> • Concise | | <ul style="list-style-type: none"> • Too long or short |
| USE OF PAUSES | <ul style="list-style-type: none"> • Effective | | <ul style="list-style-type: none"> • Ineffective |
| Comments: | | | |



Item 4- Body Language

| | Key: 5=Excellent | | 3=Average | | 1=Poor | | 5 | 4 | 3 | 2 | 1 |
|----------------------------|-------------------------|--|------------------|--|---------------|--|---|---|---|---|---|
| EYE CONTACT | | | | | | | | | | | |
| FACIAL EXPRESSION | | | | | | | | | | | |
| POSTURE | | | | | | | | | | | |
| BODY LANGUAGE/USE OF SPACE | | | | | | | | | | | |
| TONE OF VOICE | | | | | | | | | | | |
| SELF-CONFIDENCE | | | | | | | | | | | |
| USE OF MIRRORING | | | | | | | | | | | |
| Comments: | | | | | | | | | | | |

Item 5 – Tell me about yourself.

| | |
|--------------------------|---|
| <input type="checkbox"/> | Mentioned strengths. |
| <input type="checkbox"/> | Related strengths to job. |
| <input type="checkbox"/> | Fluent, ready response. |
| <input type="checkbox"/> | Created solely positive, professional impression. |
| <input type="checkbox"/> | Personal information demonstrated desirability as employee. |
| Comments: | |

Item 6 – Why are you interested in working here?

| <i>* Emphasize the need to research a company well before the interview.</i> | | | |
|--|--|------------------|---|
| | Key: 5=Excellent | 3=Average | 1=Poor |
| EMPLOYEE "FIT" | <ul style="list-style-type: none"> • Cites job description. • Cites personal strengths related to job description. | | <ul style="list-style-type: none"> • Emphasizes personal preferences like benefits, convenient locale, etc. • Sounds desperate. |
| Comments: | | | |

Item 7 – Why should we hire you?

| <i>* Emphasize the need to research a company well before the interview.</i> | |
|--|---|
| <input type="checkbox"/> | Candidate seems prepared for the question. |
| <input type="checkbox"/> | Candidate focuses solely on benefits to the company. |
| <input type="checkbox"/> | Candidate cites the job description. |
| <input type="checkbox"/> | Candidate cites personal strengths related to the job description. |
| <input type="checkbox"/> | Candidate communicates unique strengths that set him/her apart from other applicants. |
| <input type="checkbox"/> | All candidate responses are highly professional. |
| Comments: | |



Item 8 – What are your long-range goals?

| Key: 5=Excellent | 3=Average | 1=Poor |
|---|------------------|--|
| <ul style="list-style-type: none"> • Well-thought-out response. • Demonstrates goal-orientation. • Demonstrates ability to plan ahead. • Communicates clearly how the current job fits into goals. (“Connects the dots.”) • Avoids sounding as though this job would merely be a stepping-stone. • Communicates clearly how this job will utilize personal strengths. | | <ul style="list-style-type: none"> • Uncertain response. • No evidence of clear goals. • No evidence of planning ability. • Sounds as though this job would merely be a stepping-stone. • Fails to discuss strengths. |
| Comments: | | |

Item 9 – What is your greatest strength and greatest weakness?

| Key: 5=Excellent | 3=Average | 1=Poor |
|--|------------------|---|
| <ul style="list-style-type: none"> • Well-thought-out response. • Clearly articulates strength, with examples. • Weakness is related to a professional quality. • Emphasizes how weakness is being addressed. • Believable. • Demonstrates self-knowledge. | | <ul style="list-style-type: none"> • Uncertain response. • No examples. • Weakness is a personal trait. • Claims to have no weaknesses. |
| Comments: | | |

Item 10 – What salary are you expecting?

| <i>* Emphasize the need to research pay ranges for this job before the interview.</i> | | |
|---|--|--|
| Key: 5=Excellent | 3=Average | 1=Poor |
| <ul style="list-style-type: none"> • Not “thrown” by the question. • Has a well-researched response. • Assures interviewer of confidence that an acceptable salary can be negotiated if a job offer is made. • Responds by asking interviewer the salary range company has in mind. | <ul style="list-style-type: none"> • Hazards a guess. | <ul style="list-style-type: none"> • Uncomfortable response. • Uncertain response. |
| Comments: | | |

Item 11 – Behavioral Interview Questions

| Key: 5=Excellent | 3=Average | 1=Poor |
|---|------------------|---|
| <ul style="list-style-type: none"> • Provided specific instances of experience. • Examples were clear and told fluently. • Examples included specific outcomes (Resources saved, lessons learned, etc.) • If sharing a story in which you didn’t perform optimally, lessons learned are emphasized. | | <ul style="list-style-type: none"> • Claimed experience without examples. • Unclear examples. |
| Comments: | | |



Item 12 – Quality of Responses to Other Questions

| Key: 5=Excellent | 3=Average | 1=Poor |
|---|---|---|
| <ul style="list-style-type: none"> • “Sold vs. Told” – Provided details and specific outcomes. • Organized responses – major points followed by lesser points. • Focused on positives. • Well thought-out responses. • Believable. • Demonstrates self-knowledge. | <ul style="list-style-type: none"> • Made claims without examples. | <ul style="list-style-type: none"> • Spoke negatively about other people or companies. |
| Comments: | | |

Item 13 – Verbal Communication Skill

| Key: 5=Excellent | 3=Average | 1=Poor | 5 | 4 | 3 | 2 | 1 |
|---|-----------|--------|---|---|---|---|---|
| DICTION AND PRONUNCIATION | | | | | | | |
| SLANG/JARGON | | | | | | | |
| REPETITIVE PHRASES (<i>like, you know, like I said, um, yeah</i>) | | | | | | | |
| Comments: | | | | | | | |

Item 14 - Questions Asked of Interviewer

| <input type="checkbox"/> | What attributes are needed to succeed in this position? | |
|--|---|--------|
| <input type="checkbox"/> | What is it like to work for this company? | |
| <input type="checkbox"/> | How much turnover has there been in this position?/Why did my predecessor leave? | |
| <input type="checkbox"/> | What accomplishments would be your priorities for this position in the first year? | |
| <input type="checkbox"/> | (At end.) “I’m very interested in putting my abilities to use in this position. Do you have any concerns about my abilities?” | |
| Key: 5=Excellent | 3=Average | 1=Poor |
| <ul style="list-style-type: none"> • Thoughtful, appropriate questions were asked | <ul style="list-style-type: none"> • No questions were asked • Questions were inappropriate | |
| Comments: | | |

Item15 – Closure

| | |
|--------------------------|--|
| <input type="checkbox"/> | Reaffirmed interest in the position. |
| <input type="checkbox"/> | “Before we end, I’d like to share...” (Took initiative to communicate all desired points). |
| <input type="checkbox"/> | Recap of strengths you’d bring to the position. |
| <input type="checkbox"/> | Thanked the interviewer. |
| <input type="checkbox"/> | Checked next steps for employer and decision date. |
| <input type="checkbox"/> | Verified follow-up details: who to contact and how to contact them. |
| Comments: | |



Overall

| | Key: 5=Excellent | 3=Average | 1=Poor | 5 | 4 | 3 | 2 | 1 |
|--|-------------------------|------------------|---------------|---|---|---|---|---|
| Communication Style | | | | | | | | |
| Self-knowledge | | | | | | | | |
| Evidence of skills | | | | | | | | |
| Interest in company evidenced | | | | | | | | |
| Does this person seem like they'd be enjoyable to work with? | | | | | | | | |

Would you hire this person? Yes Conditionally [see below] No

State reason: