

Name \_\_\_\_\_

Date \_\_\_\_\_

## How Did I Do?

**Introduction:** Every job interview is definitely a major learning experience. You may use the following outline to assess your a mock or real interview and help you prepare for the next interview.

**Directions:** Rate your performance by circling the appropriate response: 1 - poor (needs immediate attention), 2 - fair (have a way to go), 3 - average (okay, but needs some polish), 4 - good (needs a few minor corrections) and 5 (excellent--done at a professional level)

Before the interview, did you:

- |  |   |   |   |   |   |
|--|---|---|---|---|---|
| 1. Arrive on time, shake hands, properly greet the interviewer?  | 1 | 2 | 3 | 4 | 5 |
| 2. Research the company?   | 1 | 2 | 3 | 4 | 5 |
| 3. Have your Career Portfolio and all necessary papers, i.e., driver's license, social security card, extra resume, etc? | 1 | 2 | 3 | 4 | 5 |
| 4. Dress and groom appropriately?  | 1 | 2 | 3 | 4 | 5 |
| 5. Have prepared possible answers to typical, problem and illegal questions?   | 1 | 2 | 3 | 4 | 5 |
| 6. Prepare mentally and physically. Did you feel well-rested, alert, confident, display a positive attitude?             | 1 | 2 | 3 | 4 | 5 |

During the interview, did you:

- |  |   |   |   |   |   |
|--|---|---|---|---|---|
| 1. Properly introduce yourself?  | 1 | 2 | 3 | 4 | 5 |
| 2. Have good mannerisms--speaking voice, language, eye contact, confidence, a smile, good posture, etc?  | 1 | 2 | 3 | 4 | 5 |
| 3. Respond positively and knowledgeably to questions? Show interest and enthusiasm? Use good grammar? Positively relate your skills and experience to that of the job? | 1 | 2 | 3 | 4 | 5 |

- |    |  |   |   |   |   |   |
|----|--|---|---|---|---|---|
| 4. | Ask pertinent and knowledgeable questions about the job and the company? Exhibit knowledge about the products or services of the company and the industry? | 1 | 2 | 3 | 4 | 5 |
| 5. | Handle unusual questions with ease? Demonstrate the ability to express self clearly? Present qualifications for the job?                                   | 1 | 2 | 3 | 4 | 5 |

In closing the interview, did you:

- |    |   |   |   |   |   |   |
|----|---|---|---|---|---|---|
| 1. | Thank the employer for the interview before leaving?  | 1 | 2 | 3 | 4 | 5 |
| 2. | Find out what the hiring process is and when the hiring decision will be made or make arrangements to contact the employer? | 1 | 2 | 3 | 4 | 5 |
| 3. | Send the employer a “thank you” note within 24 hours?   | 1 | 2 | 3 | 4 | 5 |

Possible score: 70      Your score: \_\_\_\_\_

Review the questions asked and your responses. Were there any questions that you feel you did not respond to adequately? If so, what was the question(s) and what do you think you could say that would be a better response?

Review the questions you asked. Was there a question you wish you had asked? What was it? How do you think you could approach it for your next interview?

Is there anything else you think you could improve for your next interview? If so, how do you plan to make this improvement?