



Career Program Area: Employment Interview
 Personal Interview Evaluation Sheet

Applicant's Name: _____

College/Institution Name: _____

Employment Interview Area: _____

I. Personal Appearance	Possible Points	Actual Points
1. Grooming & Neatness	5	
2. Dress	7	
3. Composure	8	
Total Points	20	
II. Actual Interview	Possible Points	Actual Points
1. Did the applicant make a good first impression? (greet and call you by name, introduce him/herself correctly, state the purpose of the call, remain standing until invited to be seated)	18	
2. Did the applicant answer your questions clearly?	10	
3. Did the applicant volunteer appropriate information?	6	
4. Did the applicant have a pleasant voice?	3	
5. Did the applicant express enthusiasm?	7	
6. Did the applicant exhibit self-confidence?	8	
7. Did the applicant use proper grammar?	6	
8. Did the applicant show a genuinely wholesome attitude?	7	
9. Did the applicant do something especially impressive?	5	
Total Points	70	
III. Post Interview	Possible Points	Actual Points
1. Did the applicant express sincere thanks for your time and consideration?	3	
2. Did the applicant leave promptly at the conclusion of the interview?	3	
3. Did the applicant exhibit a gracious manner generally?	4	
Total Points	10	
Subtotal Points	100	
Ranking Adjustment +/- (add or subtract points to indicate preference in case of a tie)		
Total Points	100	

JUDGE'S COMMENTS

Applicant's Strengths

Applicant's Areas to Improve