Job Interview Scoring Sheet

Student name:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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

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| Competency | Needs work | Moderate | Proficient |
| Preparation | Do not know how to answer the question | Responses are not reflective but did answer question | Well developed answer |
| Responses | Answer mostly with yes or no | Some answers are genuine but nor rehearsed. | Match previous skills and experience with well constructed and confident responses |
| Attitude | Poor handshake, no thank you, lack of interest | Weak handshake, reminded of thank you and moderate interest | Strong handshake, thank you, and very interested |
| Personal attributes | Overbearing or overly shy | Little eye contact, speaks too loudly or softly | Eye contact, poise during interview, confident |
| Personal appearance  (no marks given) | Sneakers, jeans, sandals, short shirts | Casual wear | Business attire |
| Delivery and Language | A lot of ums’, well, silence | Basic answer | Incorporated words like hard work, teamwork, profit, customer service, etc |