Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_

|  |  |  |
| --- | --- | --- |
| **Introduction** | | |
| Firm handshake? |  | YES NO |
| Introduced his/herself? |  | YES NO |
| Waited to be seated? |  | YES NO |
| Courteous and respectful? |  | YES NO |
| Smile? |  | YES NO |
| ***Notes:*** |  |  |
| **Body Language** | | |
| Proper eye contact? |  | YES NO |
| Sat up straight and proper? |  | YES NO |
| Controlled nervous habits? |  | YES NO |
| Attentive listening: head nods, uh huh, etc.? |  | YES NO |
| Interested in what was being said? |  | YES NO |
| Smile? |  | YES NO |
| ***Notes:*** |  |  |
| **Speech** | | |
| Control tone and pitch? |  | YES NO |
| Speak too fast or too slow? |  | YES NO |
| Take pauses to think of answers? |  | YES NO |
| Speech precise and prepared? |  | YES NO |
| Uhh's, Like's, and Umm's controlled? |  | YES NO |
| ***Notes:*** |  |  |
| **Content** | | |
|  | **1=Poor 3=Average 5=Excellent** | |
| Answered the question asked? | 1 2 3 4 5 | |
| Answers were on target and straight to the point? | 1 2 3 4 5 | |
| Answers were honest and sincere? | 1 2 3 4 5 | |
| Interview was taken seriously? | 1 2 3 4 5 | |
| Good questions were asked? | 1 2 3 4 5 | |
| ***Notes:*** |  |  |
|  |  |  |
| **Overall** | | |
|  | **1=Poor 3=Average 5=Excellent** | |
| **Final Score** | **1 2 3 4 5** | |
|  | | |