**INTERVIEW CRITIQUE FORM**

Job Applicant \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Interviewer \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Major and/or Position Sought \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date of Interview\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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| --- | --- | --- | --- |
| **FIRST IMPRESSIONS/IMAGE & APPEARANCE…** | | | **+**  **–** |
|  | Applicant submits an **updated, targeted** and **professional looking resume** prior to the interview | |  |
| Applicant expresses **optimism and energy** in initial greeting; offers a **solid handshake** | |  |
| Applicant is **well groomed**, has **good hygiene** and is **appropriately dressed** | |  |
| Applicant **smiles** and **speaks clearly and distinctly**; words are not mumbled | |  |
|  | Additional comments… |  |
| **NONVERBALBEHAVIOR/BODY LANGUAGE…** | | | **+**  **–** |
|  | Applicant demonstrates **professionalism**; sits squarely in chair; has **good posture** | |  |
| Applicant demonstrates **openness and receptiveness**; open position (arms are not crossed) | |  |
| Applicant demonstrates **interest and enthusiasm**; leans slightly forward; uses **facial expressions** | |  |
| Applicant demonstrates **confidence and attentiveness**; maintains good **eye contact** | |  |
| Applicant maintains **poise**; appears **relaxed**; doesn’t shift and fidget excessively | |  |
|  | Additional comments… |  |
| **VERBAL COMMUNICATION/ KEY INTERVIEW CONTENT** | | | **+**  **–** |
|  | Applicant responds with **concise, organized and well thought-out** answers | |  |
| Applicant **articulates** ideas clearly and uses **proper grammar** and **appropriate vocabulary** | |  |
| Applicant demonstrates **research and understanding** of the desired career, position & employer | |  |
| Applicant demonstrates **self awareness of work values and personal motivators** | |  |
| Applicant **illustrates** strengths and skills through **specific examples** | |  |
| Applicant **relates past achievements** to skills used in the job | |  |
| Applicant **avoids** flat “yes” or “no” answers | |  |
| Applicant discusses a weakness honestly but **neutralizes** it by explaining steps taken to improve | |  |
| Applicant **asks appropriate questions** about the job and employer | |  |
|  | Additional comments… |  |
| **CLOSING THE INTERVIEW…** | | | **+**  **–** |
|  | Applicant inquires about **timeframe** and **next actions** to be taken | |  |
| Applicant thanks interviewer **by name** and acquires appropriate **contact info. for follow-up** | |  |
|  | Additional comments… |  |
| **BASED ON AN OVERALL IMPRESSION OF YOUR INTERVIEW…** | | | |
|  | You’re hired! | |  |
| You may get the job, but you haven’t edged out the competition yet! | |  |
| You need more practice and preparation before going on job interviews. | |  |