

Mock Interview Evaluation

Non-Verbal Communication	Excellent	Good	Fair	Needs Improvement	Not Demonstrated
Eye Contact – Maintain natural & match with appropriate facial expressions. Conveys interest. Do not stare.	5	4	3	2	1
Appearance – Hygiene; appropriate attire	5	4	3	2	1
Preparedness – Prior company research; know job description; know yourself as it relates to the job; document preparation; review and practice potential interview questions	5	4	3	2	1
Sociability/ Personality —Overall warm and friendly tone, but professional	5	4	3	2	1
Self Confidence – Ability to handle difficult questions; poise	5	4	3	2	1
Mannerism – Listening; sitting straight and leaning forward; good posture	5	4	3	2	1

Verbal Communication	Excellent	Good	Fair	Needs Improvement	Not Demonstrated
Introduction – Promptness; introduction of self, handshake, presentation of documents	5	4	3	2	1
Conversation – Ability to clearly and concisely structure sentences; be brief and stick to the subject	5	4	3	2	1
Relevant Experience and skills through message content – Overall ability to communicate past experience (s) and skills utilizing the S.T.A.R. method (Situation-Task-Action-Results)	5	4	3	2	1
Emphasize strengths —Turning negative questions into positive answers; knowledge of self	5	4	3	2	1
Proper Grammar – Avoids slang/or filler words (umm, like)	5	4	3	2	1
Ambition and attitude – Conveys motivation and initiative; convincing interviewer that you want this job and you can do the work	5	4	3	2	1
Thank you Card/Follow Up – Express gratitude for the interviewer; Second chance to recap why you are best.	5	4	3	2	1
Overall Mock Interview Performance	5	4	3	2	1
Additional Comments:					

Situation-Task-Action-Result Method

STAR Method: A helpful strategy to use when answering Behavioral Interview Questions is the STAR Method. Using the STAR Method will ensure that you provide a concise answer. In response to the interviewer's behavioral question, first give an example of a relevant **S**ituation you were involved in that resulted in a positive outcome. Second, describe the **T**asks involved in dealing with that situation. Emphasize the various **A**ctions taken to solve the problem or achieve the accomplishment. Close by describing the **R**esult or outcome of the actions taken.

Were these transferable core competencies reflected in your interview?	Give specific examples of this skill/quality using the S.T.A.R. method
<input type="checkbox"/> Communication: The ability to write, speak, and listen well to others.	
<input type="checkbox"/> Teamwork/ Collaboration: The ability to work together and effectively choose between different options to implement change.	
<input type="checkbox"/> Decision Making (Leadership): The ability to recognize, understand, and define problems and effectively choose between different options to implement change.	
<input type="checkbox"/> Problem Solving/Analytical Skills: The ability to evaluate and understand options and the effects of decisions.	
<input type="checkbox"/> Innovation and Creativity/Initiative: The ability to develop a new idea or method and do it before others do.	
<input type="checkbox"/> Technical Knowledge: The ability to possess technical knowledge of a job/field and the capability to learn new technology quickly and accurately.	
<input type="checkbox"/> Organization: The ability to effectively plan the work of a group and to provide structure so that it is systematic.	
<input type="checkbox"/> Influence: The ability to motivate, convince, or persuade a group to do something.	
<input type="checkbox"/> Global Issues/ Cultural Competence: The ability to stand back from yourself and become aware of other cultural values, beliefs, and perceptions and how they are relevant to global issues.	