

# Mock Interview Evaluation

Non-Verbal Communication	Excellent	Good	Fair	Needs Improvement	Not Demonstrated
<b>Eye Contact</b> – Maintain natural & match with appropriate facial expressions. Conveys interest. Do not stare.	5	4	3	2	1
<b>Appearance</b> – Hygiene; appropriate attire	5	4	3	2	1
<b>Preparedness</b> – 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
<b>Sociability/ Personality</b> —Overall warm and friendly tone, but professional	5	4	3	2	1
<b>Self Confidence</b> – Ability to handle difficult questions; poise	5	4	3	2	1
<b>Mannerism</b> – Listening; sitting straight and leaning forward; good posture	5	4	3	2	1

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

# 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 Situation you were involved in that resulted in a positive outcome. Second, describe the Tasks involved in dealing with that situation. Emphasize the various Actions taken to solve the problem or achieve the accomplishment. Close by describing the Result 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.	