

Self-Assessment Mock Interview Evaluation Checklist

Name: _____

1. Did I have the necessary materials with me? Yes___ No___
 - (a) Writing materials
 - (b) Personal information package containing documents such as resume, transcript, reference letters, or list of references

2. Was I dressed in professional, business attire? Yes___ No___

3. Did I arrive on time? Yes___ No___

4. Was I courteous to everyone I encountered? Yes___ No___

5. Did I know the interviewer's name and use it correctly? Yes___ No___

6. Did I give positive signals about my interest in the position? Yes___ No___
 - (a) Did I show interest, eagerness, and enthusiasm in my body language by sitting up and leaning forward? Yes___ No___
 - (b) Was my tone of voice pleasant and easy for the interviewer to hear? Yes___ No___
 - (c) Did I look at the interviewer, both when speaking and when being spoken to? Yes___ No___
 - (d) Did I fidget or appear nervous? Yes___ No___
 - (e) Did I show that I was listening by answering the questions that were asked? Yes___ No___
 - (f) Did I control my annoyance when dealing with irrelevant questions or interruptions? Yes___ No___

7. Did I answer all the questions put to me adequately? Yes___ No___
 - (a) Did I demonstrate my qualifications in the areas of:
 - (1) Educational background Yes___ No___

- | | | |
|--|--------|-------|
| (2) Work experience | Yes___ | No___ |
| (3) Accomplishments | Yes___ | No___ |
| (4) Career plans and goals | Yes___ | No___ |
| (5) Knowledge of the company | Yes___ | No___ |
| (6) Knowledge of the job in question | Yes___ | No___ |
| (b) Did I answer all the questions honestly? | Yes___ | No___ |
| (c) Did I convince the interviewer that I was qualified? | Yes___ | No___ |

8. Which questions did I have the most difficulty answering adequately?

9. Did I ask relevant questions when given the opportunity to do so? Yes___ No___

10. What were my greatest strengths in the interview?

11. What were my greatest areas of weakness?

12. Did the interviewer do a good job working with me? Yes____ No____
If no, what went wrong?

13. How would I assess my overall performance?

Poor_____ Adequate_____ Good_____ Excellent_____

14. How could I have improved this interview?

15. Am I **CAREER READY**? Yes____ No____

