

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 ___

