

**Mock Interview Evaluation Form**

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| **Candidate Mock Interview Information** | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| **Candidate Name:** | | | | | | | | | | | | | | **Mock Interview Date:** | | | | | | | | | | | | | | | | | |
| **Major**: | | | | | | | | **Interviewer Name**: | | | | | | | | | **Interviewer Format:**  In Person | | | | | | | | Phone | | Webcam | | | | Group |
| **Secondary Major**: | | | | | | | | | | **Interviewer Type:**  Manager | | | | | | Recruiter | | Alumni | | Intern | | | | | Volunteer | | | Director/Executive | | | |
| **Primary Career Interest**: | | | | | | | | | | | | | | **Secondary Career Interest**: | | | | | | | | | | | | | | | | | |
|  | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| **Internal Matching Information** | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| **Open To Relocation:**  Yes | | | No | | | Depends on Location | | | | | | | **Completed CPS:**  Yes - In Person | | | | | | Yes - Webinar | | | | No | | | No - Expedited To Client | | | | | |
| **Spoken Languages**: | | | | | | | | | | **Fluency:**  Fluent (w/written) | | | | | | Conversational | | | **First Mock Interview:**  Yes | | | | | | | No - 2nd | | | | No - 3rd | |
| **Requires Housing:**  Yes | | | No | | | Depends on Location | | | | | | | | **Taking Summer Classes:**  Yes | | | | | | | Yes - Depends on Internship | | | | | | | | No | | |
| **Requires Transportation:**  Yes | | | | | No | | | | | | Depends on Location | | | **Available 10-12 Consecutive Summer Weeks:**  Yes | | | | | | | | | | | | No | | | Not Sure | | |
|  | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| **technical SKILLS Assessment** | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| **NP = No Proficiency | B = Beginner | I = Intermediate | A = Advanced | Certified = Microsoft Certified** | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| **Excel:** | NP | B | | I | | A | | | Certified | | | **Computer Language/Coding Knowledge:**  Yes | | | | | | | | No | | Not Relevant To Major | | | | | | | | | |
| **Word:** | NP | B | | I | | A | | | Certified | | | **Laboratory (LAB) Experience:**  Yes | | | | | | | No | | | Not Relevant To Major | | | | | | | | | |
| **PowerPoint:** | NP | B | | I | | A | | | Certified | | | **technical skills comments:** | | | | | | | | | | | | | | | | | | | |
| **Access:** | NP | B | | I | | A | | | Certified | | |
| **Publisher:** | NP | B | | I | | A | | | Certified | | |
| **Outlook:** | NP | B | | I | | A | | | Certified | | |
|  | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| **overall points Scale** | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| **0 - 24 Points**  **Needs a lot of Practice**  ***(Not Corporate Ready - Evaluate for Rejection)*** | | | | | | | **25 - 47 Points**  **Needs Minor Practice**  ***(Not Corporate Ready - ReMock Required)*** | | | | | | | | **48 - 59 Points**  **average - Acceptable**  ***(Corporate Ready)*** | | | | | | | | | **60 - 72 Points**  **Above Average - strong**  ***(Corporate Ready)*** | | | | | | | |
| **N/A = Not Applicable (Cannot Evaluate)** | | | | | | | **Entering 1 = Below Average** | | | | | | | | **Entering 2 = Average** | | | | | | | | | **Entering 3 = Above Average** | | | | | | | |

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| **presence (Max points 24)** | **N/A** | **Points Earned** | **overall comments:** |
| Professional appearance/attire |  |  |
| Firm handshake |  |  |
| Appropriate eye contact |  |  |
| Strong/clear vocal tone |  |  |
| Demonstrated good listening skills |  |  |
| Free from fidgeting/nervous habits |  |  |
| Possessed/demonstrated professional attitude |  |  |
| Positive Impression |  |  |
| **TOTAL presence Points** | **0** |  |
|  |  |  |
| **self confidence (Max points 18)** | **N/A** | **Points Earned** |
| Appeared at ease |  |  |
| Possessed appropriate level of confidence |  |  |
| Responded assertively to questions |  |  |
| Responded tactfully to negative questions |  |  |
| Seemed enthusiastic/energetic |  |  |
| Demonstrated spontaneity in answering questions |  |  |
| **TOTAL self confidence Points** | **0** |  |
|  |  |  |
| **Communication Skills (max points 30)** | **N/A** | **Points Earned** |
| Articulated an effective 90-Second Commercial |  |  |
| Articulated thoughts well |  |  |
| Answers were appropriate in length |  |  |
| Used correct grammar |  |  |
| Effectively shared examples using STAR Technique |  |  |
| Responses were free of slang/filler words |  |  |
| Able to market “self” (strengths, skills, and abilities) |  |  |
| Career Goals were focused |  |  |
| Related academics to career interest(s) |  |  |
| Asked well-structured questions |  |  |
| **TOTAL Communication Skills Points** | **0** |  |

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| --- | --- |
| **total mock interview evaluation points** | **0** |
| (add Presence, Self Confidence and Communication Skills Points) |  |