

**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 |
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| **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) |  |