

RICE MOCK INTERVIEW RATING SHEET 2019

Mock Interviewer: _____ Candidate: _____

English Teacher: _____ Class Period/Time: - _____

Evaluation Item (Please check the appropriate rating)	N/A	Needs additional practice	Progressing/ Proficient	Accomplished	Exemplary
Professionalism					
Proper greeting and introduction (handshake and a smile at beginning of the interview)					
Demonstrated poise, maturity, and positive attitude					
Professional appearance (grooming and attire)					
Interview					
Demonstrated the ability to understand and respond to interview questions. Answered questions completely and with confidence.					
Displayed appropriate body language and eye contact.					
Used excellent communication skills (limited ah's, um's, like, you know, etc.). Spoke at the right speed.					
Possessed career knowledge about the position/company.					
Proper closing (asked interviewer a question, finished with a handshake).					
Application Material					
Resume completed in a clear and precise manner; presentation of facts in a logical arrangement.					
Resume has correct spelling, grammar and punctuation.					

Compliments: _____

Suggestion(s) for improvement: _____