



Interview Assessment Worksheet

Rate the Interviewee on a scale of A to F in the following areas of interview skill:

Professional Conduct/Presentation: A/B/C/D/F

1. Appropriately Dressed _____
2. Firm Handshake before and after _____
3. Maintained good eye contact _____
4. Energy level and enthusiasm _____
5. Greeted interviewer by name _____
6. Thanked interviewer _____
7. Stayed calm _____

Articulation of Skills/Experience: A/B/C/D/F

8. Demonstrated knowledge and interest in organization/field _____
9. Stated goals and related them to position _____
10. Responded to questions concisely and clearly _____

Overall Assessment (A-F): _____

Additional Comments: _____
