

Interview Score Sheet

Score: 1 = below standard

2 = meets standard

3 = must interview

CATEGORY	SCORE	COMMENTS/NOTES
<p>1. RESUME</p> <ul style="list-style-type: none"> • Are required skills and background evident? • Is resume professional and neat? • Is resume free of errors 	<p>1 2 3</p>	
<p>2. CRITICAL QUESTIONS</p> <ul style="list-style-type: none"> • Does interviewee answer content of <u>each</u> question clearly? • Does interviewee “sell” their skills? • Does interviewee appear prepared and knowledgeable about the position and the company? 	<p>1 2 3</p>	
<p>3. APPEARANCE AND POISE</p> <ul style="list-style-type: none"> • Is interviewee punctual? • Is interviewee dressed professionally and appropriately? • Does interviewee communicate well with positive body language? 	<p>1 2 3</p>	



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	TOTAL SCORE RANGE
<p style="text-align: center;">Schedule a second interview!</p> <ul style="list-style-type: none"> -strong resume with clear background that you seek -prepared for interview -professional, poised, and communicates well -honest, clear, and concise with positive body language -team player 	8 points – 9 points
<p style="text-align: center;">Consider calling back...</p> <ul style="list-style-type: none"> -thorough resume -decent poise, somewhat professional -sells some skills -has trouble answering some interview questions and/or omits information 	6 points – 7 points
<p style="text-align: center;">Don't call</p> <ul style="list-style-type: none"> -resume incomplete with errors – clear mismatch for position -no poise, dress inappropriate -poor communication -completely unprepared for interview -poor body language and lack of confidence 	3 points – 5 points

