

Center for Career Planning & Placement (CCPP)

Career Readiness Program 12/13

INTERVIEW SELF ASSESSMENT FORM

After the Interview

Assess how did you do at the interview!

MY ATTITUDE	Yes	No
Demonstrated professional appearance (Dressed in an appropriate way).	☐	☐
Arrived early for the interview.	☐	☐
Maintained good eye contact during the interview.	☐	☐
Spoke with authority and confidence and appropriate voice tone.	☐	☐
Conveyed enthusiasm about the job and appeared relaxed and natural.	☐	☐
Did not laugh inappropriately (nervous laughter).	☐	☐
Body language supported what I was saying.	☐	☐
Demonstrated good listening skills.	☐	☐
MY INTERVIEW CONTENT & SKILLS	Yes	No
Presented my portfolio to the interviewer.	☐	☐
Offered relevant information giving examples of skills and experience.	☐	☐
Gave the interviewer the impression that I am prepared for this interview.	☐	☐
Demonstrated knowledge of the organization.	☐	☐
When asked about my weaknesses, expressed them as areas of skills that I am working on. Showed a plan for improvement, using an example.	☐	☐
Projected confidence that I am the right person for the job.	☐	☐
Demonstrated knowledge of technical information related to major.	☐	☐
Communicated to the employer the reasons why I chose this company and applied to this position.	☐	☐
Clarified any misunderstandings that may have arisen.	☐	☐
Participated actively in the interview by asking appropriate questions.	☐	☐
I know the interviewer's name and contact (Asked for his/her business card).	☐	☐
Thanked the interviewer for the interview.	☐	☐

Self-Assessment Summary / Needed Areas of Improvement for next interview