

Center for Career Planning & Placement (CCPP)

Career Readiness Program 12/13 MOCK INTERVIEW EVALUATION FORM

Name of Student:		ID Number:	
College & Dept.:		Date:	

Attitude	Exceptional	Capable/Average	Needs Improvement
Punctuality: the candidate was on time	☐	☐	☐
Positive body Language, effective listening skills, posture, mannerisms	☐	☐	☐
Voice: confident appropriate tone, friendly, enthusiastic	☐	☐	☐
Demonstrated professional appearance	☐	☐	☐
Presented a portfolio containing résumé, certificates, etc	☐	☐	☐

Content & Skills	Exceptional	Capable/Average	Needs Improvement
Answered questions fluently, knowledgeably, with appropriate length	☐	☐	☐
Offered relevant information giving examples of skills and experience	☐	☐	☐
Demonstrated knowledge of the organization	☐	☐	☐
Demonstrated knowledge of technical information related to major	☐	☐	☐
Participated actively in the interview by asking appropriate questions	☐	☐	☐

Final Evaluation	PASS	REPEAT	REFER To CCPP
	☐	☐	☐

Additional Comments (Optional):
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Rating Scale PASS = 8 and above ticks of "Exceptional or Capable" REPEAT/REFER = 3 or more ticks of "Needs Improvement" <i>(In case a student fails the evaluation, Faculty member can re-schedule the evaluation or refer the student to the Center for Career Planning & Placement for individual Counseling.)</i>
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Graded by:		Date:	
Signature:			

IMPORTANT: All students should receive a copy of their evaluation.