# Mock Interview Rating Scale

**Candidate Name: _____  Interviewer: _____  Date: _____**

## Item 1 - First Impressions: First 10 Seconds

| | Key:  5=Excellent | 3=Average | 1=Poor |
|---|---|---|---|
| ATTIRE | • Suit and tie, polished shoes, no open toes, no loud prints, conservative hem length. | • Neat/Appropriate | • Sloppy/Inappropriate<br>• Wrinkled |
| GROOMING | • Exceptional - minimal jewelry, no distracting fragrances, clean, hair tidy and of natural color. | • Neat/Appropriate | • Sloppy/Inappropriate |
| COMMUNICATION STYLE | • Pleasant/Logical<br>• Persuasive<br>• Organized thoughts | | • Unpleasant/Indistinct<br>• Responses long and off-track<br>• Disorganized thoughts |
| ATTENTIVENESS | • Very bright | • Aware | • Distracted |
| PRESENTATION | • Very self-confident/poised<br>• Relaxed | | • Very uncomfortable<br>• Overly formal, stilted |
| Comments: | | | |

## Item 2 – First Impressions: Introduction/Small Talk

☐   Addressed interviewers by name.   ☐   Provided your own name. ☐   Included a statement of gratitude.

| | Key:  5=Excellent | 3=Average | 1=Poor |
|---|---|---|---|
| SMALL TALK | • Initiated small talk, if situation allowed.<br>• Responded to small talk easily (more than a short answer).<br>• Established rapport. | •Small talk was hesitant | • Allowed an awkward pause<br>•Too short/too long response<br>•No rapport established. |
| ATTITUDE/ DEMEANOR | • Enthusiastic without taking over interview.<br>•Friendly, but job-focused.<br>•Respectful | •Friendly, but lost job-focus. | • Pushy or reticent.<br>•Entirely job-focused.<br>•Arrogant |
| NONVERBAL | • Firm handshake.<br>• Good eye contact. | | • Limp handshake.<br>• Often failed to maintain eye contact |
| Comments: | | | |

## Item 3 – General Communication Style

| | Key:  5=Excellent | 3=Average | 1=Poor |
|---|---|---|---|
| ☐     No cell phone interruptions. | | | |
| PACE | • Conversational | | • Awkward gaps |
| INTERRUPTING | • Never | • Once or twice | • Frequently |
| CONCISENESS | • Concise | | • Too long or short |
| USE OF PAUSES | • Effective | | • Ineffective |
| Comments: | | | |

## Item 4- Body Language

| Key: 5=Excellent     3=Average     1=Poor | 5 | 4 | 3 | 2 | 1 |
|---|---|---|---|---|---|
| EYE CONTACT | | | | | |
| FACIAL EXPRESSION | | | | | |
| POSTURE | | | | | |
| BODY LANGUAGE/USE OF SPACE | | | | | |
| TONE OF VOICE | | | | | |
| SELF-CONFIDENCE | | | | | |
| USE OF MIRRORING | | | | | |
| Comments: | | | | | |

## Item 5 – Tell me about yourself.

☐ Mentioned strengths.
☐ Related strengths to job.
☐ Fluent, ready response.
☐ Created solely positive, professional impression.
☐ Personal information demonstrated desirability as employee.

Comments:

## Item 6 – Why are you interested in working here?

*Emphasize the need to research a company well before the interview.*

| Key: 5=Excellent | 3=Average | 1=Poor |
|---|---|---|
| EMPLOYEE "FIT" | • Cites job description. • Cites personal strengths related to job description. | • Emphasizes personal preferences like benefits, convenient locale, etc. • Sounds desperate. |
| Comments: | | |

## Item 7 – Why should we hire you?

*Emphasize the need to research a company well before the interview.*

☐ Candidate seems prepared for the question.
☐ Candidate focuses solely on benefits to the company.
☐ Candidate cites the job description.
☐ Candidate cites personal strengths related to the job description.
☐ Candidate communicates unique strengths that set him/her apart from other applicants.
☐ All candidate responses are highly professional.

Comments:

## Item 8 – What are your long-range goals?

| Key: 5=Excellent | 3=Average | 1=Poor |
|---|---|---|
| • Well-thought-out response.<br>• Demonstrates goal-orientation.<br>• Demonstrates ability to plan ahead.<br>• Communicates clearly how the current job fits into goals. ("Connects the dots.")<br>• Avoids sounding as though this job would merely be a stepping-stone.<br>• Communicates clearly how this job will utilize personal strengths. | | • Uncertain response.<br>• No evidence of clear goals.<br>• No evidence of planning ability.<br><br><br>• Sounds as though this job would merely be a stepping-stone.<br>• Fails to discuss strengths. |
| Comments: | | |

## Item 9 – What is your greatest strength and greatest weakness?

| Key: 5=Excellent | 3=Average | 1=Poor |
|---|---|---|
| • Well-thought-out response.<br>• Clearly articulates strength, with examples.<br>• Weakness is related to a professional quality.<br>• Emphasizes how weakness is being addressed.<br>• Believable.<br>• Demonstrates self-knowledge. | | • Uncertain response.<br>• No examples.<br>• Weakness is a personal trait.<br><br><br>• Claims to have no weaknesses. |
| Comments: | | |

## Item 10 – What salary are you expecting?

| * Emphasize the need to research pay ranges for this job before the interview. | | |
|---|---|---|
| **Key: 5=Excellent** | **3=Average** | **1=Poor** |
| • Not "thrown" by the question.<br>• Has a well-researched response.<br>• Assures interviewer of confidence that an acceptable salary can be negotiated if a job offer is made.<br>• Responds by asking interviewer the salary range company has in mind. | • Hazards a guess. | • Uncomfortable response.<br>• Uncertain response. |
| Comments: | | |

## Item 11 – Behavioral Interview Questions

| Key: 5=Excellent | 3=Average | 1=Poor |
|---|---|---|
| • Provided specific instances of experience.<br>• Examples were clear and told fluently.<br>• Examples included specific outcomes (Resources saved, lessons learned, etc.)<br>• If sharing a story in which you didn't perform optimally, lessons learned are emphasized. | | • Claimed experience without examples.<br>• Unclear examples. |
| Comments: | | |

## Item 12 – Quality of Responses to Other Questions

| Key: 5=Excellent | 3=Average | 1=Poor |
|---|---|---|
| • "Sold vs. Told" – Provided details and specific outcomes.<br>• Organized responses – major points followed by lesser points.<br>• Focused on positives.<br>• Well thought-out responses.<br>• Believable.<br>• Demonstrates self-knowledge. | • Made claims without examples. | • Spoke negatively about other people or companies. |
| Comments: | | |

## Item 13 – Verbal Communication Skill

| Key:  5=Excellent      3=Average      1=Poor | 5 | 4 | 3 | 2 | 1 |
|---|---|---|---|---|---|
| DICTION AND PRONUNCIATION | | | | | |
| SLANG/JARGON | | | | | |
| REPETITIVE PHRASES (*like, you know, like I said, um, yeah*) | | | | | |
| Comments: | | | | | |

## Item 14 - Questions Asked of Interviewer

☐ What attributes are needed to succeed in this position?

☐ What is it like to work for this company?

☐ How much turnover has there been in this position?/Why did my predecessor leave?

☐ What accomplishments would be your priorities for this position in the first year?

☐ (At end.) "I'm very interested in putting my abilities to use in this position.  Do you have any concerns about my abilities?"

| Key:  5=Excellent | 3=Average | 1=Poor |
|---|---|---|
| • Thoughtful, appropriate questions were asked | • No questions were asked<br>• Questions were inappropriate | |
| Comments: | | |

## Item15 – Closure

☐ Reaffirmed interest in the position.

☐ "Before we end, I'd like to share…"  (Took initiative to communicate all desired points).

☐ Recap of strengths you'd bring to the position.

☐ Thanked the interviewer.

☐ Checked next steps for employer and decision date.

☐ Verified follow-up details: who to contact and how to contact them.

Comments:

Regent University
Student Services
Center for Student Development

## Overall

| Key:  5=Excellent          3=Average          1=Poor | 5 | 4 | 3 | 2 | 1 |
|---|---|---|---|---|---|
| Communication Style | | | | | |
| Self-knowledge | | | | | |
| Evidence of skills | | | | | |
| Interest in company evidenced | | | | | |
| Does this person seem like they'd be enjoyable to work with? | | | | | |

**Would you hire this person?** ☐ **Yes**    ☐ **Conditionally [see below]**    ☐ **No**
State reason: