

Interview Evaluation

Please complete a form for each person interviewed.

Participant's Name: _____

Worksite: _____

Interviewer Name: _____

Phone #: _____ Job Title: _____

Date of Interview: _____	Poor/ Unac- ceptable	Needs Improv- ement	Satisfa- ctory	Excep- tional
Put a check in one of the 4 ratings				
1. Clean/neat in appearance				
2. Clothing clean/appropriate for position.				
3. Began interview with polite greeting & introduction.				
4. Answers questions completely & directly.				
5. Avoids mentioning personal weaknesses or making negative statements.				
6. Shows interest & enthusiasm.				
7. Spoke clearly, uses appropriate language.				
8. Maintains good eye contact with interviewer & avoids distracting mannerisms/poor body language.				
9. Asks appropriate/relevant questions about the position.				
10. Exits interview in polite manner & thank-you.				

____ Interested ____ Not interested

Comments: _____

RETURN TO:

MVAC Staff: _____

Fax #: _____

Phone #: _____

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