



## HOW TO RATE YOUR INTERVIEW

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*To be filled out immediately after interview  
to determine the successfulness of the interview.*

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### ANSWER YES OR NO TO THE FOLLOWING QUESTIONS

1. Did I do research on the company prior to the interview?
2. Did I arrive on time?
3. Did I introduce myself to the interviewer?
4. Did I shake the interviewer's hand at first meeting and at end of interview?
5. Did I maintain eye contact?
6. Did I smile and show enthusiasm?
7. Did I exhibit appropriate body language?
8. Did I go through the resume with the interviewer?
9. Did I keep referring to my skills, abilities, and achievements?
10. Did I answer questions completely and accurately?
11. Did I state my interest in the company?
12. If I was told that I would not get the job, did I ask the interviewer for other leads? If yes, what were they?
13. Was there any area that seemed to surface as a problem for the interviewer? If yes what?
14. Did I say that I would call back/did the interviewer say they will contact me? If yes, when?
15. Did I send a follow-up letter? Date sent?
16. Were there other issues or concerns? If yes, what?

### ANSWER EXCELLENT, GOOD, OR POOR TO THE FOLLOWING CHARACTERISTICS

17. Appearance (your overall grooming, hygiene, dress, body language)
18. Sociability (your overall warmth and friendliness)
19. Composure (your overall confidence and ability to handle problems)
20. Suitability (your overall personality and whether you would fit in)
21. Conversation (your ability to speak well and get to the point)
22. Alertness (your ability to understand and perceive)
23. Knowledge (your knowledge of the job or field)
24. Experience (your background qualifications)
25. Attitude (your overall motivation or desire to get ahead)