

Interview Evaluation Form – Professional Career Development-BMSW4012

Interviewer:		Date of Interview:						
Candidate Name:		Stud. Number:						
Interview evaluation forms are to be completed by the interviewer to rank the student's overall suitability for the position for which they have applied. Under each heading, the interviewer should give the candidate a numerical rating and write specific job-related comments in the space provided. The numerical rating system is based on the scale below.								
Scale:	5 – 70% to 100%	4 – 60% to 69%	3 – 50% to 59%	2 – 40% to 49%	1 – 0% to 39%			
				Rating				
				5	4	3	2	1
Engagement with Literature Skills: Did the student show a good level of research about the company? (Size of company, structure, values, history, mission statement) 7.5 marks Comments:				☐	☐	☐	☐	☐
Engagement with Literature Skills: Did the student use any interview techniques that were taught in class? (STAR/SHER format) 7.5 marks Comments:				☐	☐	☐	☐	☐
Knowledge & Understanding: Did the student show a good grasp of the job description and the person specification? 10 marks Comments:				☐	☐	☐	☐	☐
Knowledge & Understanding: Did the student use any background/examples from previous work experiences? 10 marks Comments:				☐	☐	☐	☐	☐
Cognitive & Intellectual Skills: Did the student talk through their CV in detail with the interviewer or reference specific items on their CV? 15 marks Comments:				☐	☐	☐	☐	☐

Interview Evaluation Form – Professional Career Development-BMSW4012

Practical Skills: Has the student demonstrated relevant work experience, skills and/or qualifications for the job? 20 marks Comments:	☐	☐	☐	☐	☐
Transferable Skills for Life & Professional Practice: Did the student dress appropriately, show good posture, a positive body language and shook interviewer's hand? 10 marks Comments:	☐	☐	☐	☐	☐
Transferable Skills for Life & Professional Practice: Did the student respond to the questions promptly but not hurriedly? 10 marks Comments:	☐	☐	☐	☐	☐
Transferable Skills for Life & Professional Practice: Did the student speak clearly, confidently and at a reasonable volume? 10 marks Comments:	☐	☐	☐	☐	☐
Overall Impression and Recommendation – Summary of your perceptions of the student's strengths/weaknesses. Final comments and recommendations for marks feedback. Comments:	Pass between 4 and 5		Pass between 2 and 3		Fail
	☐		☐		☐