

Interview Feedback Form

Date: _____

INTERVIEWEE: _____

INTERVIEWER: _____

SCORE: 5= Excellent, 4=Very Good, 3= Good/Average, 2=Poor, 1= Very Poor

	5	4	3	2	1	Comments
ARRIVAL, APPEARANCE & POISE						
Firmly shook hands of interviewer, smiled and greeted	☐	☐	☐	☐	☐	
Maintained eye contact	☐	☐	☐	☐	☐	
Hand and facial movements were natural	☐	☐	☐	☐	☐	
Posture (sat up straight, etc.)	☐	☐	☐	☐	☐	
Displayed confidence	☐	☐	☐	☐	☐	
SKILLS PRESENTATION & DELIVERY						
Demonstrated knowledge about the company	☐	☐	☐	☐	☐	
Aligned answers with the needs of the company	☐	☐	☐	☐	☐	
Demonstrated skills with examples	☐	☐	☐	☐	☐	
Acted in a polite manner	☐	☐	☐	☐	☐	
Answered questions in full and in a timely manner	☐	☐	☐	☐	☐	
Understood the position	☐	☐	☐	☐	☐	
Displayed enthusiasm	☐	☐	☐	☐	☐	
Focused on strengths; avoided weaknesses	☐	☐	☐	☐	☐	
Referenced specific items on CV	☐	☐	☐	☐	☐	
Emphasised qualifications	☐	☐	☐	☐	☐	
Asked appropriate questions of the interviewer	☐	☐	☐	☐	☐	
Spoke clearly and at a reasonable volume	☐	☐	☐	☐	☐	
Limited the use of filler words such as "um" or "like"	☐	☐	☐	☐	☐	
Did not talk negatively about previous employer(s)	☐	☐	☐	☐	☐	
<u>OVERALL PREPARATION</u>	☐	☐	☐	☐	☐	LECTURER: PLEASE SIGN AND DATE IN THIS BOX TO CONFIRM COMPLETION OF THE INTERVIEW.
POINTS AVAILABLE <u>100</u> POINTS EARNED ____ GRADE ____ %						