

I'm not robot!

Interview Feedback Form

Student Name: _____

Interviewer Name: _____

Directions: Please indicate the student's performance in the categories listed below. Mark your assessment on the line provided, with a mark to the right showing that the student exceeded expectations and to the left showing that the students did not meet expectations. Use the space below to give the student specific comments on their interview skills. When possible, mention things done well by the interviewee. The comments should help the student hone their skills to be able to exhibit confidence and communicate effectively, and leave future interviewer(s) with a positive sense of his/her capabilities, interests, and opinions.

Nonverbal Communication	Does not meet expectations	Exceeds expectations
Body Control (nervous habits)	←————— —————→	
Eye contact	←————— —————→	
Dress (Interview-appropriate)	←————— —————→	
Presentation of self (Composure, poise, etc.)	←————— —————→	
Preparedness (Brought resume builder)	←————— —————→	

Nonverbal Communication Comments:

Verbal Communication	Does not meet expectations	Exceeds expectations
Analysis and interpretation of questions	←————— —————→	
Effectiveness of responses	←————— —————→	
Responses relevant to questions	←————— —————→	

Interview Evaluation

Interview Information					
Applicant Name:	_____	Interview Date:	_____		
Position:	_____	Salary Requested:	_____		
Interviewer:	_____	Date Available:	_____		
Evaluation					
	Excellent	Good	Fair	Poor	Notes
Enthusiasm					
Work Experience					
Education					
Required Skills					
Attitude					
Appearance					
Comments					

Phone Interview Questionnaire

Candidate _____ Date _____
 Position _____ Department _____
 Hiring Manager _____ Screener _____

Please complete this form when you conduct a telephone interview with a potential job candidate. Rank the candidate's answers to each of the listed questions and provide written comments to supplement your responses.

Briefly describe your employment experience.

Above Average Average Satisfactory Unsatisfactory

Notes _____

What do you like and dislike about your current position?

Above Average Average Satisfactory Unsatisfactory

Notes _____

How would you describe your relationship with your current supervisor/manager?

Above Average Average Satisfactory Unsatisfactory

Notes _____

Why are you choosing to leave your current position?


Above Average Average Satisfactory Unsatisfactory

Notes _____

What is your current salary?

Above Average Average Satisfactory Unsatisfactory

Notes _____

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Consumer Questionnaire Survey

Dear Mr. Taylor,
 We are conducting a survey to help us better understand our customers. Your input is very important to us. We will keep your responses confidential.

Do you do most of your shopping at:

Home Depot Lowe's Menards Wal-Mart

When shopping for home improvement items, do you usually shop at:

Home Depot Lowe's Menards Wal-Mart

When shopping for household cleaning items, do you usually shop at:

Home Depot Lowe's Menards Wal-Mart

