

Job Interview Scoring Sheet

Name of Applicant:

Position Applied For:

	Unacceptable	Below average	Average	Above average	Superior
Element	★	★★	★★★	★★★★	★★★★★
Preparation for Interview					
Cover Letter: neatness, spelling, organization and content					
Resume: neatness, spelling, organization and content					
Interview Procedure and Questions					
Greeting: Applicant professionally dressed and neatly groomed. Introduces themselves and shakes hands. Thanks you at the end of the interview.					
Knowledge of the Position: conveys clear and understanding and knowledge of the position. Can articulate the essential components of job responsibilities and duties.					
Presentation: Comes professionally dressed, shakes hands, is sincere and direct, positive attitude, poised, confident, good voice quality, ease before audience, mature and honest. Thanks group at end of interview. Seems generally interested in getting the job. Deploys qualities essential for the position.					
Response to Questions: Ability to clearly articulate their answers, organized responses, logical development of thought, completeness of answers, original ideas, use of critical thinking skills, can think quickly, convincing and easily understood.					
SUBTOTALS					
				Grand Total	/30

Comments:

Interview Directions:

- Review the applicants resume and cover letters
- Each interview should last no longer than 7-10 minutes, The next person to be interviewed will be waiting outside the room to be called in by your team.
- Please record positive and critical comments in the comment section of the evaluation form this will help the students improve their performance at future interviews.
- Remember many of the applicants have never been on an interview before and that they are high school students who will be learning on the job.

Possible Interview Questions-Leadership

What attracted you to this leadership position?

What can you tell me about the position you are applying for?

What do you feel is the most important quality a leader can have?

What is the best quality you would bring to this company if you were hired?

In what area to feel you need the most improvement?

What is your leadership style?

Why is it important to work as a team?

How would you motivate an employee that is lazy?

If on the job, you had completed all your work, what would you do next?

What qualities would expect in an employee that works for you?

What activities are you involved in outside the company?

How do you take constructive criticism?

Would you be able and willing to put in extra time to make sure your company or department meets a important deadline?

Possible Interview Questions-Support

Why did you apply for this job?

Why should you be hired for this position?

What skills do you have that would be helpful in this job?

How would your peers describe you and what would they say about your work habits?

What is the best quality you would bring to this company if you were hired?

In what area to feel you need the most improvement?

What would you do if you were having trouble with another employee?

Why is it important to work as a team?

What steps would you take if you were having trouble understanding your job?

If on the job, you had completed all your work, what would you do next?

What qualities would you like to see in a boss or supervisor?