



Name of Intern: _____ Date: _____

Company/Department: _____ Name of Interviewer: _____

Please rate the student's interviewing performance (1= poor, 5 = excellent) by checking (√) the appropriate rating for each category.

Interview Data	1	2	3	4	5
Dress and presentation (neat and well-groomed)					
Verbal communication (effectiveness, volume and tone)					
Eye contact, mannerisms and posture					
Confidence and comfort Level					
Attitude and enthusiasm					
Punctuality					
Preparedness (research, questions for interviewer)					
Relevant experience and job skills					

Overall Appraisal:

Summary: Exceptional Strong Acceptable Weak Totally Unacceptable

Recommendation: Hire Reject

Rank Among Interviewed Students:				
<input type="checkbox"/> 1 st Choice	<input type="checkbox"/> 2 nd Choice	<input type="checkbox"/> 3 rd Choice	<input type="checkbox"/> 4 th Choice	<input type="checkbox"/> Not a Match

Comments:

Signature of Interviewer: _____
Date: _____

Please fax or email the completed interview evaluation form to your WorkReady Program Contact within 48 hours of the interview. Thank you.