

PRACTICE INTERVIEW CHECKLIST

The table below contains factors that employers consider during the job interview process when determining who they should hire. With a partner, take turns interviewing each other. Then discuss with each other any strengths and areas that could be improved. The interviewer should fill out this form during the interview.

Name of Applicant _____ Name of Interviewer _____ Period _____

	Yes	No
Did the applicant shake your hand?		
Did the applicant introduce him/herself?		
Did the applicant look you in the eyes when introducing him/herself?		
Was the applicant dressed appropriately?		
Did the applicant bring a resume or portfolio?		
Did the applicant answer the following question well? <i>Tell me about yourself.</i>		
Did the applicant answer the following question well? <i>Why do you want to work for this company?</i>		
Did the applicant answer the following question well? <i>What did you dislike about your previous job?</i>		
Did the applicant answer the following question well? <i>What are your strengths?</i>		
Did the applicant answer the following question well? <i>What are your weaknesses?</i>		
Did the applicant answer the following question well? <i>What are your future plans?</i>		
Did the applicant answer the following question well? <i>Describe a challenging situation and how you overcame it.</i>		
Did the applicant answer the following question well? <i>What are you passionate about?</i>		
Did the applicant answer the following question well? <i>How do you handle stress?</i>		
Did the applicant answer the following question well? <i>Do you have any questions for me?</i>		
Did the applicant sit up straight during the interview?		
Did the applicant maintain eye contact during the interview?		
Did the applicant answer the questions with enthusiasm?		
Did the applicant smile during the interview?		
Did the applicant thank you at the end of the interview?		
Did the applicant shake your hand at the end of the interview?		

What impressed you most about the applicant? _____

What suggestion(s) do you have for the applicant? _____

