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| **Junior Composition and Conversation:  Mock Job/School Interviews** **3/21 & 3/25, 2014** |



Interview Observation Sheet

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| **Name** | **Sec.** | **The Jobs Observed** |
|  |  |  |

***Interviewers: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_***

Part 1. Overall Observation

A. **Professional Skills & Knowledge**

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| \_\_\_\_\_\_\_(name) is knowledgeable about the organization and position s/he is interviewing for. e.g.  \_\_\_\_\_\_ (name) demonstrate his/her skills and relate them to the job very well. e.g. |
| |  | | --- | | **Examples of tough Q & good A:** | | Q | | A | | Q | | A | |

**B. Communication & Self-Presentation** (including eye-contact, appearance, confidence & mannerism)

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| \_\_\_\_\_\_ (name) handles difficult questions with poise and confidence. E.g.  \_\_\_\_\_\_ (name) conversation is enthusiastic and engaging.  Some gestures and movements may not be appropriate. e.g.  **Examples of adequate communication skills** |
| |  | | --- | | **Examples of appropriate questions to the interviewer:** | | Q | | A | | Q | | A | |

**C. Language**

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| **Examples of good expression or frequent errors** Good Expressions  Errors |

**D. Suitability**

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| Out of the whole room of applicants, I will hire \_\_\_\_\_\_\_\_.  Why? |

Part 2. My Performance (Please use the blank space on the other side)

***How will I improve myself to perform better in the real interviews?*** *Please discuss your performance and its improvement in terms of the following areas: professional skills, self-presentation skills, communication skills, language.*

Part 3. Suggestions to Two Interviewees (**As audience**, you choose any one you like to observe. **As an interviewee**, you closely observe the one after your interview; if you are the last one to get interviewed, you observe the first one.)

**Interviewee (1)**

|  |  |  |
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| **Name** | **Sec** | **Job/Program applied for** |
| **Please give “+” and “-“ to the following areas and offer suggestions:** | | |
| **Preparation & Knowledge**  **Suitability**  **Communication & Self-Presentation** (including eye-contact, appearance, confidence & mannerism)  **Language**  **General Comments (on how to improve)** | | |

**Interviewee (2)**

|  |  |  |
| --- | --- | --- |
| **Name** | **Sec** | **Job/Program applied for** |
| **Please give “+” and “-“ to the following areas and offer suggestions:** | | |
| **Preparation & Knowledge**  **Suitability**  **Communication & Self-Presentation** (including eye-contact, appearance, confidence & mannerism)  **Language**  **General Comments (on how to improve)** | | |

*Reference*: Employment Rubrics and Checklists<http://www.nald.ca/CLR/Btg/ed/evaluation/employment.htm>