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

**Interview Response Sheets**

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| **Name** | **Sec.** | **Job** | | **Hire** | | **Score (60 – 88)\*** |
|  |  |  | | **Yes / No** | |  |
| **Preparation & Knowledge** | | □You are knowledgeable about the organization and position you are interviewing for.  □You display poise and confidence.  □You relate your skills to the job very well. | | □You are knowledgeable about the position but not the organization you are interviewing with.  □You display adequate confidence in your answers.  □You state your skills but do not adequately relate them to the job. | | □You are not knowledgeable about the position or organization you are interviewing with.  □You are not confident in answering questions about yourself.  □You do not state the skills you have to do this job. |
| **Suitability** | | * Good choice / exemplary * With strengths / Worth considering / Accomplished * Developing * Beginning * Not quite ready | | | | |
| **Communication & Self-Presentation** (including eye-contact, appearance, confidence & mannerism) | | □ Your appearance is professional.   * You greet and   shake hands with your interviewer correctly.   * Your conversation   is enthusiastic and engaging.  □You have excellent eye contact with your interviewer without staring. | □ You look nice.  □ Your greeting is appropriate but you forget to shake hands with your interviewer.  □Your conversation is enthusiastic and engaging.  □You have adequate eye contact with your interviewer. | | □Your attire is not professional—you wear jeans or shorts to this interview.  □ You do not greet or shake hands when you meet your interviewer.  □ Your conversation is not energetic.  □You look at the floor or ceiling when speaking. | |
| **Language** | | □Your language and grammar is appropriate. You do not use “um” or “and”.  □You speak at the right speed. | □Your language and grammar are adequate. You say “um” or “and” a few times, but not enough to disrupt the interview.  □You talk a little too fast or too slow. | | □Your grammar and language are not appropriate. You say um or and too many times.  □You talk too fast or too slow. | |
| **Closing** | | □You successfully convey your interest in this position. You ask appropriate questions to the interviewer. You thank the interviewer. | □You convey some interest in the position. You are not prepared to ask any questions. You thank the interviewer. | | □You do not show any interest in this position. You do not ask any questions. You do not thank the interviewer. | |
| **General Comments** | |  | | | | |

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

***Note:*** Scale: Not quite ready – 60 – 69; Beginning – 70-74; Developing –75 - 79;

Accomplished –80 - 84; Good Choice /exemplary – 85 – 88

*Reference*: Employment Rubrics and Checklists<http://www.nald.ca/CLR/Btg/ed/evaluation/employment.htm> & [http://www.jobweb.com/](http://www.jobweb.com/resources/library/authors/Amy_Raphael__Ph.htm)