

Name _____

Interview Assessment

Greeting

Makes eye contact	Not at all	A little (2)	Mostly (3)	Definitely (4)
Firm handshake	None	Not firm/Too Firm (3)		Perfect (4)
Sincere Greeting	No			Yes (4)

Poise & Confidence

Appears confident	Not very	Somewhat (2)		Very (4)
Avoids arrogance	No			Yes (4)
Has enthusiasm	None	A little (2)	Mostly (3)	Definitely (4)

Verbal Skills

Avoids slang	No	Somewhat (2)	Yes (4)	
Avoids fillers	No	Somewhat (2)	Yes (4)	
Speaks clearly	No	Somewhat (2)	Yes (4)	

Body Language

Smiles appropriately	No	Some (2)	Yes (4)	
Sits up straight	No	Some (2)	Yes (4)	
Crosses legs or flat on the floor	No	Some (2)	Yes (4)	
Makes eye contact	No	Some (2)	Yes (4)	

Appearance

Dresses appropriate	No	Fair (2)	Good (3)	Great (4)
Properly Groomed	No	Fair (2)	Good (3)	Great (4)

Points _____ out of 60

_____ 1. Tell me about yourself:

_____ 2. Why did you apply for this position?

_____ 3. What kind of experience do you have for this type of job?

_____ 4. What is one of your greatest strengths?

_____ 5. What is one of your weaknesses?

_____ 6. What are your grades in school?

_____ 7. What would your teachers say about you?

_____ 8. There are several other applicants for this position. What do you think would make you stand out above the others?

_____ 9. How would you handle an irate hotel guest?

_____ 10. Do you have any questions for me?

_____ Points out of 40