

Education Today for Work Tomorrow

INTERVIEW SKILLS FEEDBACK FORM

Student's Name _____ Date _____

Company Name: _____

Job # _____

PLEASE USE THE FOLLOWING ASSESSMENT CODE FOR EACH FACTOR:

Weak	The candidate does not meet the basic expectations for the interview. <i>(*Please provide an explanation if you indicate a weak assessment on any factor.*)</i>
Average	The candidate meets the basic expectations for the interview.
Strong	The candidate goes beyond the basic expectations for the interview.

ASSESSMENT	Weak	Average	Strong	Comments
Cover Letter/Resume	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Knowledge of company	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Technical knowledge	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Ability to understand questions & express responses	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Enthusiasm towards position	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Eye contact (<i>facial expressions</i>)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Voice (<i>clarity, volume</i>)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Appearance (<i>neat, appropriate attire</i>)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Manners/Friendliness	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Self-confidence/Maturity	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Extra-curricular activities (<i>outgoing, involvement</i>)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
OVERALL ASSESSMENT	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

PLEASE NOTE: This document is considered a teaching tool for students involved in the Co-operative Education process. As such, this document will be shared with the student to enhance his/her learning.