Prairie South School Division No. 210

Career and Work Exploration Program

INTERVIEW CHECKLIST – EMPLOYER ASSESSMENT

|  |  |
| --- | --- |
| Date |  |
| Student |  |
| Employer |  |

**Please circle the appropriate number in the following categories**

**(1 representing low achievement, 10 representing outstanding achievement)**

|  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| First Impressions | | | | | | | | | | | | |
| Was punctual for the interview | | | Yes 🞎 No 🞎 | | | | | | | | | |
| Introduced self and greeted with handshake | | | Yes 🞎 No 🞎 | | | | | | | | | |
| Prepared: brought resume and cover letter | | | Yes 🞎 No 🞎 | | | | | | | | | |
|  | Attire and grooming appropriate for situation | 1 | | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 |
| General Attitude and Demeanour | | | | | | | | | | | | |
|  | Showed self-confidence and made eye contact | 1 | | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 |
|  | Showed interest and enthusiasm | 1 | | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 |
|  | Displayed active listening | 1 | | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 |
|  | Demonstrated courtesy | 1 | | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 |
| Verbal Communication | | | | | | | | | | | | |
|  | Easy to hear and understand | 1 | | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 |
|  | Answered questions completely | 1 | | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 |
|  | Asked appropriate questions | 1 | | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 |
| Conclusion | | | | | | | | | | | | |
|  | Overall Impression | 1 | | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 |
|  | Thanked employer for the opportunity to interview | 1 | | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 |
| Has this evaluation been discussed with the student? | | Yes 🞎 No 🞎 | | | | | | | | | | |

|  |  |
| --- | --- |
|  |  |
| Evaluating Employer’s Signature |

**Students are responsible to submit this form to their supervising teacher.**