SNRE CAREER SERVICES
CHECKLIST FOR MOCK INTERVIEWER

____ Did student arrive on time?

____ Student appearance? Was student’s appearance professional?

____ Did student take time to greet you by name, shake your hand and make eye contact?

____ Does student appear to be friendly, smiling throughout the interview? As an employer, would I feel comfortable working with this person on a team? Would I feel comfortable having them work independently with little supervision?

____ Confidence. Is student confident in interview?

____ Did student include specific examples to demonstrate their past experience and skills in specific areas that I inquired about?

____ Did student appear to know a good deal about the organization? About what’s required to succeed in this job?

____ Did student show enthusiasm for the organization and the position?

____ Were there any red flags raised in the student’s answers? If so, how could the student revise their answer to eliminate any concerns?

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____ Ask student how they thought they did in the interview, what went well, where could they improve?

____ Use the checklist above as a starting point to identify specific areas that the student did well and specific areas that they could improve.

____ Also, be sure to take notes on content of student’s responses for each question and go over what they did well and where they could improve.