

Analysis of Mock Job Interview

First impressions

Dress

Greetings/ Handshake

Documents

Email etiquette

Interview

Content

Selling yourself

Language

Pronunciation

Grammar

Intonation

Vocabulary

Pace

Candidate Evaluation Form

source: www.shrm.org

5 - Exceptional 4 - Above Average 3 - Average 2 – Below Average 1 - Unsatisfactory

1. **Educational Background:** Does the candidate have the appropriate educational qualifications or training for this position?
2. **Prior Work Experience:** Has the candidate acquired similar skills or qualifications through past work experiences?
3. **Technical Qualifications/Experience:** Does the candidate have the technical skills necessary for this position?
4. **Verbal Communication:** How were the candidate's communication skills during the interview?
5. **Candidate Enthusiasm:** How much interest did the candidate show in the position and the company?
6. **Knowledge of Company:** Did the candidate research the company prior to the interview?
7. **Teambuilding/Interpersonal Skills:** Did the candidate demonstrate, through his or her answers, good teambuilding/interpersonal skills?
8. **Initiative:** Did the candidate demonstrate, through his or her answers, a high degree of initiative?
9. **Time Management:** Did the candidate demonstrate, through his or her answers, good time management skills?
10. **Customer Service:** Did the candidate demonstrate, through his or her answers, a high level of customer service skills/abilities?
11. **Overall Impression and Recommendation:** Final comments and recommendations for proceeding with the candidate.