

GENERAL INTERVIEW FEEDBACK

<i>Professionalism - Professional Dress, Timeliness, Preparation</i>			
EXCELLENT	GOOD	FAIR	NEEDS IMPROVEMENT
Attire was business professional or business casual	Attire was tidy but not business casual or business formal	Attire was lacking in professionalism without being totally inappropriate	Attire was unprofessional and inappropriate
Arrived 10-15 minutes early	Arrived on time for the interview	Arrived on time for the interview but not early enough to be checked in before start time	Arrived late to the interview
Greeted and shook hands with interviewer in a professional manner	Greeted and shook hands with interviewer but handshake needs minor improvement	Greeted and shook hands with interviewer but handshake needs significant improvement	Did not greet or shake hands with interviewer
Smiled and demonstrated a high-level of friendly and engaging behaviors throughout the interview	Smiled and demonstrated multiple friendly and engaging behaviors	Demonstrated minimal friendly and engaging behaviors	Did not demonstrate friendly or engaging behaviors
Shared resume in advance of the interview through Handshake	Offered the interview a resume at the start of the interview	Had a resume, but did not share until after feedback indicated a resume should be shared in an interview	

<i>Non-Verbal Skills - Shaking Hands, Eye Contact, Posture, Attitude</i>			
EXCELLENT	GOOD	FAIR	NEEDS IMPROVEMENT
Eye contact was excellent for the entire interview	Eye contact was adequate for most of the interview	Eye contact was inconsistent for the entire interview	Eye contact was inadequate for the entire interview
Spoke at an appropriate pace	Spoke at an appropriate pace for the majority of the interview	Spoke too quickly or too slowly at times	Spoke too quickly or slowly
Non-verbal body language enhanced the interview	Non-verbal body language enhanced the interview for the majority of the interview	Non-verbal body language was sometimes distracting	Non-verbal body language was distracting
Communication style, grammar and language was appropriate for the audience	Communication style, grammar and language were mostly appropriate for the audience	Communication style, grammar and language were inappropriate at times for the audience	Communication style, grammar and language were consistently inappropriate
The use of filler words was not observed	Filler words were used minimally	Filler words were used frequently	Filler words were used to the point of being a distraction
Maintained good posture	Maintained good posture	Maintained good posture	Maintained poor posture

Overall Answer Content - Verbal Communication, Response Length, Articulating Skills, Directness

EXCELLENT	GOOD	FAIR	NEEDS IMPROVEMENT
All answers provided specific detail	Most answers provided specific detail	Some answers provided detail	All answers lacked detail
All answers were of appropriate length ranging from 1-2 minutes	Most answers were of appropriate length ranging from 1-2 minutes	Most answers were not of appropriate length from 1-2 minutes	All answers were either too short or too long

Behavioral Based Question Responses - Specificity, Appropriateness, STAR Method

EXCELLENT	GOOD	FAIR	NEEDS IMPROVEMENT
Answered questions using the full STAR method each time	Answered questions using most of the STAR method each time	Answered questions using at least one aspect of the STAR method	Did not use the STAR method
Used examples that were directly relevant to the position of interest	Used examples that were moderately relevant to the position of interest	Used examples that were not relevant to the position of interest	Did not answer questions using examples that matched position requirements

Position/Organization/Industry Knowledge - Knowledge, Align with Needs

EXCELLENT	GOOD	FAIR	NEEDS IMPROVEMENT
Demonstrated excellent knowledge of the organization/position that reflected a high degree of preparation	Demonstrated knowledge about the organization/position that reflected moderate preparation	Demonstrated minimal knowledge about the organization/position that reflected little preparation	Demonstrated no knowledge about the organization/position that reflected no preparation

Questions for Interviewer - Interview Preparation and Interview Closing

EXCELLENT	GOOD	FAIR	NEEDS IMPROVEMENT
Expressed genuine interest in the position	Expressed some level of interest in the role	Showed marginal interest in the position	Demonstrated no interest in the position
Asked relevant questions	Asked moderately relevant questions	Asked generic, mediocre questions	Did not ask any questions
Explicitly thanked the interviewer for their time	Demonstrated some level of gratitude for the interview	Expressed minimal gratitude for the interview	Did not thank the interviewer
Asked a minimum of 3 questions and a maximum of 5 questions	Asked 3-5 questions		