TOOL 3.9

MOCK INTERVIEW RATING SHEET

Use this tool to provide feedback to training participants on their interviewing skills. If training instructors and job developers are using this tool with industry and apprenticeship program staff who have volunteered to conduct mock interviews, they should provide each interviewer with multiple copies of this tool and give a short overview of how best to complete the sheet.

This tool is adapted from the pre-apprenticeship Multi-Craft Core Curriculum of the Building and Construction Trades Department, AFL-CIO.

WHO SHOULD USE THIS TOOL

Industry and apprenticeship program staff who have volunteered to conduct mock interviews of students; case managers; job developers; soft skills instructors; career coaches; occupational training instructors, with their students.
NAME OF STUDENT: ____________________________________________
INTERVIEWER’S INITIALS: _____
DATE: __________________________

**GENERAL IMPRESSIONS:**

<table>
<thead>
<tr>
<th>Category</th>
<th>Excellent</th>
<th>Good</th>
<th>Inappropriate</th>
<th>Needs Improvement</th>
</tr>
</thead>
<tbody>
<tr>
<td>Grooming</td>
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<tr>
<td>Eye Contact</td>
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<tr>
<td>Posture/Body Language</td>
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<tr>
<td>Facial Expressions</td>
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</tbody>
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Comments: __________________________________________________________________________________________________________
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**ATTITUDE/BEHAVIOR**

<table>
<thead>
<tr>
<th>Category</th>
<th>Excellent</th>
<th>Good</th>
<th>Inappropriate</th>
<th>Needs Improvement</th>
</tr>
</thead>
<tbody>
<tr>
<td>Respectful</td>
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<tr>
<td>Enthusiastic</td>
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<tr>
<td>Energetic</td>
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<tr>
<td>Positive</td>
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<tr>
<td>Confident</td>
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</tbody>
</table>

Comments: __________________________________________________________________________________________________________
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**PREPARATION**

Documents

- □ Excellent
- □ Good
- □ Inappropriate
- □ Needs Improvement

Knowledge of program

- □ Excellent
- □ Good
- □ Inappropriate
- □ Needs Improvement

Knowledge of occupation

- □ Excellent
- □ Good
- □ Inappropriate
- □ Needs Improvement

Knowledge of apprenticeship

- □ Excellent
- □ Good
- □ Inappropriate
- □ Needs Improvement

Well-practiced

- □ Excellent
- □ Good
- □ Inappropriate
- □ Needs Improvement

Comments: ___________________________________________________________________________________________________________
_____________________________________________________________________________________________________________________
_____________________________________________________________________________________________________________________
_____________________________________________________________________________________________________________________

**CONTENT AND DELIVERY**

Did the participant effectively communicate her/his:

Qualifications

- □ Excellent
- □ Good
- □ Inappropriate
- □ Needs Improvement

Commitment

- □ Excellent
- □ Good
- □ Inappropriate
- □ Needs Improvement

Answers to questions

- □ Excellent
- □ Good
- □ Inappropriate
- □ Needs Improvement

Comments: ___________________________________________________________________________________________________________
_____________________________________________________________________________________________________________________
_____________________________________________________________________________________________________________________
_____________________________________________________________________________________________________________________

Overall Rating on a scale of 1 to 10, with 1 being the lowest and 10 being the highest (please circle one)

1 2 3 4 5 6 7 8 9 10

What feedback and advice would you give this participant?
_____________________________________________________________________________________________________________________
_____________________________________________________________________________________________________________________
_____________________________________________________________________________________________________________________
_____________________________________________________________________________________________________________________