

Job Applicant: _____

Interviewer: _____

CCRS FINAL INTERVIEW EVALUATION

FIRST IMPRESSIONS - Appearance, Body Language and Poise	Yes!	Almost there..	No
Student gives an appropriate handshake and greeting			
Applicant is well groomed, has good hygiene and is appropriately dressed			
Applicant sits squarely in chair; has good posture; forward lean and strong eye contact			
Maintains poise; does not shift or fidget excessively			
COMMENTS:			

INTERVIEW CONTENT AND DELIVERY	Yes!	Almost there..	No
Applicant responds with appropriate, organized, and well-thought-out answers; utilizes the STAR method of stating the situation, task, action, and result in responses			
Examples and experiences discussed are professional and not overly personal			
Applicant speaks with clear, confident voice and warm personality			
Applicant thanks the interviewer by name and provides a closing hand shake			
COMMENTS:			

RESUME EVALUATION	Yes!	Almost there..	No
Uncluttered and easy to read			
Consistent formatting used throughout			
Polished, professional, and error-free			
Provides and articulates relevant job-related skills, abilities and experiences			
COMMENTS:			

COVER LETTER EVALUATION	Yes!	Almost there..	No
Introduces self and highlights interest in the job			
Briefly highlights relevant skills that make them a strong candidate for the job			
Provides contact information and requests an interview			
Cover letter is professional, polished, and error-free			
COMMENTS:			

BASED ON AN OVERALL IMPRESSION (Interview, resume and cover letter):	
You're hired!	
You may get the job, but you haven't edged out the competition yet!	
You need more practice and preparation before going on job interviews.	
ADDITIONAL COMMENTS:	

Please ask the students questions as time allows. Please score their answers on a scale from 1-4. You may also add your own questions or ask students to elaborate on the content of their resume.

1= response is too vague or student does not attempt to answer

2 = answer is attempted, but student is missing key components of the S.T.A.R method; or response may lack professionalism, poise, or completeness

3 = a solid, professional answer is provided. Nicely done.

4= student provides a specific situation/context, task to be accomplished, their action/skills, and the results of the situation in a thoughtful, reflective way that highlights their strengths. I am dazzled by this response.

	Score 1-4
Tell me about yourself (30 second elevator pitch)	
Tell me about a successful team you were on. What did you do to contribute to the team?	
What are some of your strengths in dealing with people? Tell me about the last time you used one of those strengths to resolve a conflict.	
Tell me about the most innovative, creative, or successful project that you have you worked on.	
Tell me about a challenge you have faced and how you resolved it.	
Give an example of a time when you set a goal and were able to meet or achieve it.	
Describe an experience in which you utilized your leadership abilities.	
What was the most difficult work or school decision you had to make in the last year? Why was it so difficult? How did you make your decision?	
What has been your greatest accomplishment?	
Tell me about a project or assignment that was not going to meet its deadline and how you minimized or confronted the consequences.	
Tell me about a time you disagreed with a decision made by a teacher, boss, or coworker. What did you do?	
Tell me about someone you admire and why.	
How do you think your boss/manager, teachers or classmates describe you?	
What is a weakness or area for improvement in your life?	
Tell me about two improvements you have made in the past six months. How did you achieve those improvements?	
Out of all the candidates for this (imaginary) job, why should we hire you?	
If you could have a super power, what would you have and why?	
COMMENTS:	

CCRS-Related Interview Questions: Please ask each candidate these questions at some point during the interview.

Explain to me your goals after high school and your plans to attain them. / Where do you see yourself in 5 years? How do you plan on getting there?	
Your CCRS class taught financial literacy. What is one of the most important things you learned related to finances and how will you use this in the future?	
You had several professionals present to you in your CCRS class on various topics. Which presenter was the most valuable to you and what did you learn?	
COMMENTS:	