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 also part of 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>Grooming</th>
<th>Perfect</th>
<th>Good</th>
<th>Inappropriate</th>
<th>Needs Improvement</th>
</tr>
</thead>
<tbody>
<tr>
<td>Eye Contact</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Posture/Body Language</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Facial Expressions</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Comments:________________________________________________________________________
________________________________________________________________________
________________________________________________________________________

ATTITUDE/BEHAVIOR

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

Comments:________________________________________________________________________
________________________________________________________________________
________________________________________________________________________
PREPARATION

Documents

Knowledge of program

Knowledge of trade

Knowledge of apprenticeship

Well-practiced

Comments: ___________________________________________________________________________________________________________
_____________________________________________________________________________________________________________________
_____________________________________________________________________________________________________________________
_____________________________________________________________________________________________________________________

CONTENT AND DELIVERY

Did the participant effectively communicate her/his:

Qualifications

Commitment

Answers to questions

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?

_____________________________________________________________________________________________________________________
_____________________________________________________________________________________________________________________
_____________________________________________________________________________________________________________________
_____________________________________________________________________________________________________________________
_____________________________________________________________________________________________________________________

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