

THE PINK TO GREEN TOOLKIT: BUILDING CULTURAL COMPETENCY AND RESPECT FOR DIVERSITY

CREATED BY WIDER OPPORTUNITIES FOR WOMEN FOR THE GREENWAYS
INITIATIVE

DECEMBER 2014

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.

THE PINK TO GREEN TOOLKIT

This tool is part of *The Pink to Green Toolkit: Adding a Gender Lens to Green Jobs Training Programs*, created by Wider Opportunities for Women for the GreenWays initiative. All tools are available online at: www.jff.org/pinktogreen

The GreenWays initiative provides high-quality workforce services to employers and to workers seeking to advance their careers in the green economy. The initiative invests in 20 workforce partnerships across six diverse industry sectors

in eight metropolitan labor markets. It builds on JFF's approach of organizing employers and workforce resources into sectoral workforce partnerships to promote career advancement for lower-skilled workers. GreenWays is supported by grants from the U.S. Department of Labor through Pathways Out of Poverty and the Green Jobs Innovation Fund.

www.jff.org/initiatives/greenways

NAME OF STUDENT: _____

INTERVIEWER'S INITIALS: _____

DATE: _____

GENERAL IMPRESSIONS:

- | | | | | |
|------------------------------|------------------------------------|-------------------------------|--|--|
| Grooming | <input type="checkbox"/> Excellent | <input type="checkbox"/> Good | <input type="checkbox"/> Inappropriate | <input type="checkbox"/> Needs Improvement |
| Eye Contact | <input type="checkbox"/> Excellent | <input type="checkbox"/> Good | <input type="checkbox"/> Inappropriate | <input type="checkbox"/> Needs Improvement |
| Posture/Body Language | <input type="checkbox"/> Excellent | <input type="checkbox"/> Good | <input type="checkbox"/> Inappropriate | <input type="checkbox"/> Needs Improvement |
| Facial Expressions | <input type="checkbox"/> Excellent | <input type="checkbox"/> Good | <input type="checkbox"/> Inappropriate | <input type="checkbox"/> Needs Improvement |

Comments: _____

ATTITUDE/BEHAVIOR

- | | | | | |
|---------------------|------------------------------------|-------------------------------|--|--|
| Respectful | <input type="checkbox"/> Excellent | <input type="checkbox"/> Good | <input type="checkbox"/> Inappropriate | <input type="checkbox"/> Needs Improvement |
| Enthusiastic | <input type="checkbox"/> Excellent | <input type="checkbox"/> Good | <input type="checkbox"/> Inappropriate | <input type="checkbox"/> Needs Improvement |
| Energetic | <input type="checkbox"/> Excellent | <input type="checkbox"/> Good | <input type="checkbox"/> Inappropriate | <input type="checkbox"/> Needs Improvement |
| Positive | <input type="checkbox"/> Excellent | <input type="checkbox"/> Good | <input type="checkbox"/> Inappropriate | <input type="checkbox"/> Needs Improvement |
| Confident | <input type="checkbox"/> Excellent | <input type="checkbox"/> Good | <input type="checkbox"/> Inappropriate | <input type="checkbox"/> Needs Improvement |

Comments: _____

PREPARATION

- | | | | | |
|------------------------------------|------------------------------------|-------------------------------|--|--|
| Documents | <input type="checkbox"/> Excellent | <input type="checkbox"/> Good | <input type="checkbox"/> Inappropriate | <input type="checkbox"/> Needs Improvement |
| Knowledge of program | <input type="checkbox"/> Excellent | <input type="checkbox"/> Good | <input type="checkbox"/> Inappropriate | <input type="checkbox"/> Needs Improvement |
| Knowledge of trade | <input type="checkbox"/> Excellent | <input type="checkbox"/> Good | <input type="checkbox"/> Inappropriate | <input type="checkbox"/> Needs Improvement |
| Knowledge of apprenticeship | <input type="checkbox"/> Excellent | <input type="checkbox"/> Good | <input type="checkbox"/> Inappropriate | <input type="checkbox"/> Needs Improvement |
| Well-practiced | <input type="checkbox"/> Excellent | <input type="checkbox"/> Good | <input type="checkbox"/> Inappropriate | <input type="checkbox"/> Needs Improvement |

Comments: _____

CONTENT AND DELIVERY

Did the participant effectively communicate her/his:

- | | | | | |
|-----------------------------|------------------------------------|-------------------------------|--|--|
| Qualifications | <input type="checkbox"/> Excellent | <input type="checkbox"/> Good | <input type="checkbox"/> Inappropriate | <input type="checkbox"/> Needs Improvement |
| Commitment | <input type="checkbox"/> Excellent | <input type="checkbox"/> Good | <input type="checkbox"/> Inappropriate | <input type="checkbox"/> Needs Improvement |
| Answers to questions | <input type="checkbox"/> Excellent | <input type="checkbox"/> Good | <input type="checkbox"/> Inappropriate | <input type="checkbox"/> 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?

