

Supervisor Assessment: Interviewing for a Job

Supervisor: Complete this strengths assessment after the student has interviewed for a position, or after an interview simulation.

Student / Interviewee Name: _____ **Date:** _____

	1 NOT GOOD	2 FAIR	3 GOOD	4 SUPER
1) Did the person interviewed arrive on time or a little early for their interview?				
2) Did they come prepared for the interview with all the materials they needed such as their completed application, resume, portfolio, etc.?				
3) Were they dressed appropriately for the interview in clean and neat professional-looking clothing?				
4) Did they appear to be bathed and have their hair clean and neat?				
5) Did they make good eye contact with you when they entered the interview?				
6) Did they greet you with a smile and introduce themselves?				
7) Did they shake hands appropriately?				
8) Did they wait to sit down when invited or wait until you sat down first?				
9) Did they sit up straight and face you during the interview?				
10) Did they appear alert and show interest in what was being said during the interview?				
11) Did they answer questions completely using complete sentences or descriptions?				
12) Did they keep their answers short and not talk too much about unrelated topics or their special interests?				

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13) If they were not able to answer a particular question, did they ask for more information so they could answer it?				
14) Were they able to share experiences that showed they are a good worker or would be a good fit for the job?				
15) Were they able to answer questions appropriately about what they would do in a new or different situation?				
16) Did they avoid sharing inappropriate personal information with you during the interview?				
17) Did they show that they had any knowledge of your company during the interview?				
18) If the person interviewed disclosed their learning differences, did they do so in way that emphasized their strengths?				
19) If the person interviewed disclosed their learning differences during the interview, were they able to describe what kind of accommodations they might need for the job and why?				
20) When the interview was finished, did they thank you and shake your hand?				
21) Did they express interest in working for the company?				
22) After the interview, did they write or call you to thank you and remind you of their contact information?				
23) Did they wait appropriately for you to contact them following the interview to let them know whether they got the job?				

	1 NOT GOOD	2 FAIR	3 GOOD	4 SUPER
24) <i>If you contacted them and offered them the job, did they respond in a professional manner and thank you?</i>				
25) <i>If they were offered the job and had further questions, were they able to ask you these questions appropriately?</i>				
26) <i>If they declined to take the job, did they let you know in an appropriate and professional way?</i>				
27) <i>If you contacted them and told them they did not get the job, did they respond in a professional manner, thank you, and ask that you keep them in mind for future jobs?</i>				

Additional comments or concerns:
