

JOB INTERVIEW SCORE SHEET (20 pts.)

**ENG 311 / 2015-2016
FALL SEMESTER**

Name: _____

Section: _____

Organization and Content	Comments	Excellent	Good	Average	Below Average	Poor
<ul style="list-style-type: none"> relevant and satisfactory answers, and/or relevant questions 		2	1,5	1	0,5	0
<ul style="list-style-type: none"> specific examples of appropriate length when talking about experiences, personality traits, and knowledge 		4	3	2	1	0
<ul style="list-style-type: none"> coherent, unified and cohesive answers 		2	1,5	1	0,5	0
<ul style="list-style-type: none"> self-awareness in relation to personal characteristics and career pursuits 		3	2,25	1,5	0,75	0
Speaking and Communication Skills						
<ul style="list-style-type: none"> strong presense (is prepared and obviously rehearsed, looks professional) 		1	0,75	0,5	0,25	0
<ul style="list-style-type: none"> effective voice and clear speaking (pronunciation, intonation and right volume) 		1	0,75	0,5	0,25	0
<ul style="list-style-type: none"> competence and fluency in English (vocabulary and grammar) 		4	3	2	1	0
<ul style="list-style-type: none"> presentability, proper eye contact with the interviewer, and appropriate body language and gestures 		2	1,5	1	0,5	0
<ul style="list-style-type: none"> appropriate attitude and manners (politeness, greeting, taking the seat, etc.) 		1	0,75	0,5	0,25	0
TOTAL/20					

Overall Comments: