

IT'S THE INTERVIEW THAT GETS YOU THE JOB. WILL YOU MAKE THE CUT? REVIEW THE FOLLOWING CRITERIA AND FIND OUT!

INTERVIEWING CRITERIA	MEETS CRITERIA?		
	YES	COULD BE IMPROVED	NO
Professional Appearance/Impression			
• Well groomed (showered, shaved, limited cologne/perfume, minimal make-up)			
• Dressed professionally (tailored suit, limited jewelry, polished shoes)			
• Arrives on time			
• Firm handshake			
• Demonstrates poise and confidence			
• Conveys positive attitude			
Prepared for Interview			
• Demonstrates knowledge of organization (products, services, mission, recent events)			
• Demonstrates knowledge of position responsibilities and skills sought			
• Demonstrates knowledge of industry (trends, key issues, industry leaders)			
• Asks well-thought out questions that incorporate knowledge of the company/position/industry			
• Demonstrates knowledge of self (knows qualifications/strengths) and how it fits/fills the organization's needs			
Communicates Clearly			
• Carefully listens to questions and asks for clarification if needed			
• Responds to questions efficiently -- thoroughly yet concisely			
• Responds to questions intelligently , thoughtfully and appropriately			
• Little or no use of filler words such as "um", "uh", or "like"			
• Uses proper grammar			
• Good diction and voice quality; clearly understood			
• Conveys energy, genuine interest, and enthusiasm			
• Maintains good/appropriate eye contact			
Articulates Strengths			
• Clearly articulates three or more strengths of value to employer			
• Provides evidence of their strengths (how strengths were used/demonstrated in the past)			
• Conveys how strengths and past experiences (e.g., school, volunteer, internships, work) will be valuable /applicable to organization			
• Guides the interview in an effort to communicate strengths			
• Utilizes the STAR (Situation, Task, Action, Result) technique to answer questions			
• Optional: Uses portfolio to enhance proof/evidence of skills/qualifications			

Other Notes: