Job Seekers Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Interviewers Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Company Name:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Type of Job/s you are applying for?\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Please rate the job seekers performance in each area on a scale of 1 (lowest) to 5 (highest).   
This is a learning experience so your honest and constructive feedback is important in supporting them becoming work ready.

|  |  |  |
| --- | --- | --- |
| **Professional Appearance:** | Job seeker looked clean and neat and dresses appropriately for interview standards. | 1 2 3 4 5 |
|  | Job seeker is well prepared and on time | 1 2 3 4 5 |
| **Professional Conduct:** | The Job seeker introduces them self | 1 2 3 4 5 |
|  | Makes eye contact | 1 2 3 4 5 |
|  | Smiles | 1 2 3 4 5 |
|  | Shakes hands | 1 2 3 4 5 |
|  | Sits appropriately | 1 2 3 4 5 |
|  | Appears confident, enthusiastic, positive body language and engaged | 1 2 3 4 5 |
| **Communication Skills:** | Job seeker uses proper grammar | 1 2 3 4 5 |
|  | Listens actively | 1 2 3 4 5 |
|  | Responds with short, appropriate and relevant answers | 1 2 3 4 5 |
| **Background and Experience:** | Job seeker is able to describe volunteer, work or personal experiences that relate to the selection criteria and or questions | 1 2 3 4 5 |
| **Questioning Skills:** | Job seeker asks appropriate questions | 1 2 3 4 5 |
| **Application/Resume:** | Paperwork is neat, clean and well-prepared and includes relevant skills and abilities for the position they are applying for | 1 2 3 4 5 |
| **Attitude and Motivation :** | Job seeker knows why they want this job and what they can offer to the organisation | 1 2 3 4 5 |
|  | Job seeker knows about the organisation, vision, goals and expectations | 1 2 3 4 5 |
|  | How well does the job seekers experience, skills and abilities match the job they are applying for? | 1 2 3 4 5 |
| Comments: | | |