**Job Interview Evaluation Sheet**

**Student’s Name\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Evaluators Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

*This is a learning experience for the students we want each student to learn and understand how to be successful in the work force. This evaluation will be completely honest so that we can work to strengthen any weakness and correct any problem.*

Low –Average- Excellent

|  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Evaluation Criteria** | **1** | **2** | **3** | | **4** | **5** | | **Summary of Rating** | |
| Professional Appearance |  |  |  | |  |  | | Looks clean and dresses appropriately for interview standards. | |
| Professional Conduct |  |  |  | |  |  | | Smiles, eye contact, introduces them self, shakes hand, sits appropriately, confident, and friendly. | |
| Communication Skills |  |  |  | |  |  | | Uses proper grammar, actively listens, and responds with short, quick, & appropriate answers to the interview questions. | |
| Background & Experience |  |  |  | |  |  | | Shows they have work experience in school, community, that relate to Child Care. (This can be demonstrated through the student’s resume, portfolio, and verbal communication. | |
| Knowledge of Job & Skills |  |  |  | |  |  | | Demonstrates knowledge of the job with its required skills that they are applying for. | |
| Questioning Skills |  |  |  | |  |  | | Ask appropriate questions pertaining to the job and its responsibilities. | |
| Total: |  | | | | | | |  | |
|  | Yes | | | Maybe | | | No | | Would you consider hiring this student? |

Other Comments:

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**Evaluators Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

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