

It's the interview that gets you the job. Will you make the cut?

Interviewing Criteria	Meets Criteria		
	Yes	Could be improved	No
Professional Appearance/Impression			
<ul style="list-style-type: none"> • Well groomed (showered, shaved, limited cologne/perfume) 			
<ul style="list-style-type: none"> • Dressed Professionally (tailored suit, limited jewelry, polished shoes) 			
<ul style="list-style-type: none"> • Arrives on time 			
<ul style="list-style-type: none"> • Firm Handshake 			
<ul style="list-style-type: none"> • Demonstrates poise and confidence 			
<ul style="list-style-type: none"> • Conveys positive attitude 			
<ul style="list-style-type: none"> • Prepared for Interview 			
<ul style="list-style-type: none"> • Demonstrates knowledge of organization (products, services, mission, recent events) 			
<ul style="list-style-type: none"> • Demonstrates knowledge of positions responsibilities and skill sought 			
<ul style="list-style-type: none"> • Demonstrates knowledge of industry (trends, key issues, industry leaders) 			
<ul style="list-style-type: none"> • Asks well-thought out questions that incorporate knowledge of company/position/industry 			
Communicates Clearly			
<ul style="list-style-type: none"> • Carefully listens to questions and asks for clarification if needed 			
<ul style="list-style-type: none"> • Responds to questions effectively – thoroughly yet concise 			
<ul style="list-style-type: none"> • Responds to questions intelligently, thoughtfully and appropriately 			
<ul style="list-style-type: none"> • Little or no use of filler words such as “um”, “uh”, or “like” 			
<ul style="list-style-type: none"> • Use of proper grammar 			
<ul style="list-style-type: none"> • Good diction and voice quality; clearly understood 			
<ul style="list-style-type: none"> • Clearly understood 			
<ul style="list-style-type: none"> • Conveys enthusiasm 			
<ul style="list-style-type: none"> • Maintains good eye contact 			
Articulates Strengths			
<ul style="list-style-type: none"> • Clearly articulates three or more strengths 			
<ul style="list-style-type: none"> • Provides evidence of their strengths (how strengths were used in the past) 			
<ul style="list-style-type: none"> • Conveys how strengths and past experiences will be valuable to the organization 			