

SUCCESSFUL JOB INTERVIEWING

What should you do to have a job-winning interview?

Topic	Excellent	Average	Needs Significant Improvement
First Impressions	Arrives early Business professional Shake hands Enthusiastic/engaging Lots of eye contact	Arrives on time Business casual Doesn't shake hands Energetic Smiles with eye contact	Arrives late Back pack & hat Tennis shoes Not enthusiastic Poor eye contact
Content	Knows both position and office/organization Relates skills and interests to the position	Knows the position but not the office/organization States skills but not relates them to the position	Uniformed about position/organization Doesn't state skills Uncertain how to answer questions
Portfolio	Resume and References Writing sample and other supporting documents	Resume(s) in a folder	Nothing
Interview Techniques	Excellent eye contact No 'um's' Proper grammar and language Smiles	Eye contact ok A number of "um's" Some grammar challenges Speaks a little too fast or slow	No eye contact Acts disinterested Poor grammar; too many "um's" Talks too fast or slow
Closing	Expresses interest Asks good questions Says thanks and shakes hands	Expresses some interest Not prepared to ask questions Thankful	No interest No questions No gratitude Distracted with cell phone
Follow-up	Remembers to send a thank you card by the next day Thinks of ways to improve	Thinks about asking questions later by email Doesn't send thank you note	Leaves in a hurry to meet with friends Gives no thought about improving