

Internship Interview Evaluation Form

Student Name:

Date:

Interviewer:

	Points	Points Earned
Applicant's Greeting: <ul style="list-style-type: none"> • Proper Introduction • Positive first impression 		
Applicant's Appearance: <ul style="list-style-type: none"> • Neat, well groomed • Appropriately attired 		
Personality and Poise: <ul style="list-style-type: none"> • Positive, courteous, sincere, and confident • Good posture, gestures, and eye contact 		
Communication Skills: <ul style="list-style-type: none"> • Proper grammar (standard English) • Good pronunciation and enunciation • Pleasant voice and tone 		
Responses: <ul style="list-style-type: none"> • Responded with appropriate answers • Showed knowledge of finance • Talked an appropriate amount of time • Asked appropriate questions • Volunteered information • Demonstrated initiative and enthusiasm 		
Skills: <ul style="list-style-type: none"> • Showed evidence of career preparation • Showed evidence of problem-solving abilities 		
Close of Interview: <ul style="list-style-type: none"> • Expressed a thank you • Concluded interview effectively 		

Total

Internship Interview Evaluation Suggested Questions

Q. Tell me about yourself. What makes you stand out as a candidate?

**Q. Tell me about a time when you took initiative or led a project?
(Leadership)**

**Q. Think about a project or assignment you worked on and describe your specific role and involvement?
(Resume Check) *Dig deep and have the student explain something in detail.**

**Q. Tell me about a time when you had a conflict at work or school, and how did you handled it?
(Conflict Resolution)**

**Q. Tell me about a time when you faced something unexpected; how did you manage it
(Flexibility/Problem Solving)**

Q. What questions do you have for me?

***No need to answer, just checking preparedness**

Interviewer's Notes / Impressions:

Ratings

Great

- Clearly answers the questions and stays on point.
- Thoughts are well organized and easy to follow.
- Has a command of what they want to communicate and gets it across succinctly.
- Demonstrates impact or skill when describing situations.
- Always identifies outcomes or learnings.
- Responses are targeted to the job and/or skill area in a concise and clear manner.
- Responses come across as authentic.

Good

- Can follow candidates thought process for the most part.
- They know what they want to communicate and usually find the language to express it.
- Has well thought-out responses which sometimes demonstrate a key skill but not always.
- Usually links their responses to the job or skills required.
- Almost always remembers to include an outcome or key learning.
- Responses come across as genuine but might be a little stiff.

Fair

- Can follow the candidates thought process some of the time, other times a bit confusing or unclear.
- Has a bit of difficulty expressing some ideas but is usually able to get their meaning across.
- May need some assistance from interviewer to get to the main points.
- Responses are not always relevant or connected to the job.
- Includes outcomes or key learning sometimes, but sometimes forgets to address it.
- Responses might seem a bit rehearsed but are still solid.

Poor

- Is not able to express their thoughts or experiences with clarity.
- Is not concise and occasionally meanders.
- Often gets stuck and has to start over or ask for clarification.
- Often does not answer the question asked or gives an example that is not relevant.
- Does not communicate a skill or capability in their response.
- Usually does not remember to include an outcome or key learning.
- Responses seem memorized, rehearsed, or stiff.