

**OCMC Evaluation Form: Job Interview**

College Name: \_\_\_\_\_

Student Presenter: 1. \_\_\_\_\_

<b>Section</b>	<b>Score</b>	<b>Comments</b> (please use back of page for additional comments)
<b>Introduction</b>	_out of 10	
<b>Resume and Cover Letter</b>	_out of 25	
<b>Interview Content</b>	_out of 20	
<b>Presentation Skills</b>	_out of 20	
<b>Organizational Fit</b>	_out of 15	
<b>Closing</b>	_out of 10	
<b>Total Score</b>	_out of 100	

## Job Interview - Judging Considerations

Section	Score/Possible	Judging Considerations
<b>Introduction</b> Out of 10	9-10 – excellent 7-8 – good 5-6 – satisfactory 0-12 – below expectation	The candidate should arrive on time, dress appropriately, firmly shake hands of all panelists, maintain eye contact during introductions, maintain good posture and appear relaxed and confident upon arrival.
<b>Resume and Cover Letter</b> Out of 25	22-25 – excellent 17-21 – good 13-16 – satisfactory 0-12 – below expectation	Prior to the actual job interview review and assess each candidates resume and cover letter as it relates to: relevant content, format/structure, grammar, spelling, ability to capture interest/ attention and ability to relate education and experience to the actual position.
<b>Interview Content</b> Out of 20	18-20 – excellent 14-17 – good 10-13 – satisfactory 0 -9 – below expectation	As a result of effective listening skills, the candidate continually and effectively relates their skills and experiences with relevance to the job posting as questions are asked and answered.  The candidate continuously highlights relevant individual strengths (skills, abilities and knowledge).
<b>Presentation Skills</b> Out of 20	18-20 – excellent 14-17 – good 10-13 – satisfactory 0 -9 – below expectation	Poise is demonstrated; answers are complete, yet brief, responds to questions promptly, but not hurried. Displays enthusiasm and authenticity in answers. Speaks clearly and at a reasonable volume. Avoids use of filler phrases (i.e. “um”, “you know”). Uses hands appropriately for emphasis where appropriate. Displays a collaborative attitude and approach throughout the interview.
<b>Organizational Fit</b> Out of 15	14-15 – excellent 12-13 – good 9-11 – satisfactory 0-8 – below expectation	Demonstrates comprehensive knowledge of the position, company, its customers, competitors and industry overall. Work style and personal values align with hiring organizations culture.
<b>Closing</b> Out of 10	9-10 – excellent 7-8 – good 5-6 – satisfactory 0-4 – below expectation	The candidate expresses a desire to work for the organization. States interest in being selected for position. Conveys and re-emphasizes relevant knowledge, skills. Asks quality questions. Asks for next steps and thanks all the interviewers.