Prospective Internship Site Interview Evaluation

Please rate the student using the following criteria: 4 is excellent; 3 is good; 2 is fair and 1 is needs improvement.

Presents neat, well-groomed appearance (Hair, clothing, nails, make-up, shoes)	4	3	2	1
Dresses appropriately for job interview	4	3	2	1
Offers a firm handshake	4	3	2	1
Presents confident non-verbal mannerisms (Good posture, facial expression, gestures)	4	3	2	1
Maintains eye contact	4	3	2	1
Exhibits enthusiasm and interest	4	3	2	1
Demonstrates pleasant tone, volume and Inflection in voice	4	3	2	1
Uses proper grammar and pronunciation	4	3	2	1
Articulates personal strengths	4	3	2	1
Demonstrates preparation for interview questions	4	3	2	1
Provides thorough answers (Expands beyond yes and no)	4	3	2	1
Asks questions	4	3	2	1
Provides cover letter, resume, offers references	4	3	2	1

Constructive comments about interview techniques

The student is accepted for an internship position with my organization. **YES** **NO**

_____ _____

Signature of Interviewer Student's Name

Thank your for your time in interviewing the prospective intern. Be sure you have indicated if the student has been accepted for an internship and then send or fax this evaluation t

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