

# guest interviewer feedback form

**DIRECTIONS:** Fill out the form below for each student you interview. Please be honest. Your comments will help the student improve and will help the teacher assess the student's progress.

**Student Name:** \_\_\_\_\_

Suggested Interview Questions:

- Tell me about the job you're applying for; what interests you about the position?
- What are your future career goals? Where do you see yourself in 20 years?
- How do you see this position helping you get to your career goals?
- Let's take a look at your application form. Can you share with me some highlights of your past experiences?
- What skills do you have that you think would be useful for this job?
- What skills would you like to develop in this job that will help you in the future?

For each criteria below, circle the box that best describes each student's performance.

Criteria	Exceeds Expectations	Meets Expectations	Below Expectations (Revisit)
Job Opportunity Description and Reasoning	The chosen position is a challenging and interesting one The reasons for the choice are smart and well articulated	A position is chosen and reasons why are described	No position chosen No reasons given, or reasons are weak
Application Form	Completed with no errors Skill descriptions are strong	Completed with few or no errors	Many errors or not completed
Transferable Skills Summary	Skills you have are listed Skills you would like to develop are listed Descriptions of skills are strong	Skills you have are listed Skills you would like to develop are listed	Skills are not listed, or skills listed are weak
Career Path Summary	A strong and thoughtful explanation is shared	An explanation of how this position fits into a career path are shared	No explanation or weak explanation
Verbal Communication	Exceptionally professional, relaxed, and confident	Professional	Unprofessional
Nonverbal Communication	Exceptionally professional, relaxed, and confident	Professional	Unprofessional
Preparedness	Exceptionally prepared, goes the extra mile	Prepared	Unprepared
Appearance	Exceptionally professional, goes the extra mile (Maybe you wear a suit and tie!)	Professional (business casual)	Unprofessional (jeans and a T-shirt)

**My feedback for this student is:** \_\_\_\_\_