

The CEO Plan - Mock Professional Interview

Your Name _____

Student's Name _____

Categories	You're Hired! 4	We're Considering You... 3	We Might Hire You, But... 2	Don't Call Us, We'll Call You... 1
First Impression	Your appearance is professional. You greet and shake hands correctly.	You look nice in casual business attire. Your greeting is appropriate, but you forgot to shake hands.	Your attire is borderline professional. You are really nervous and stumble over your greeting.	Your attire is unprofessional, and you don't look dressed for an interview. You do not greet and/or shake hands.
Posture and Eye Contact	You sit up straight. You look relaxed and confident but not arrogant. You establish great eye contact throughout the interview.	Most of the time, you sit up straight and look confident. You maintain eye contact throughout your interview.	Sometimes you sit up straight and make eye contact. Your confidence is not entirely convincing.	During the interview, you slouch. Your eye contact is minimal. You don't seem confident in yourself.
General Attitude	You are enthusiastic and genuinely interested to be interviewed for this position. You are optimistic and friendly but not overbearing. You want this job!	You are serious about this interview and will probably accept the position if it is offered.	You convey some interest in this position. But your attitude leads me to believe you are not entirely passionate on this career.	Your lack of enthusiasm is disheartening, and your attitude leads me to believe you are only here for the grade.
Cover Letter and References	Your cover letter is EXCELLENT. You include all the necessary parts and include pertinent information from your resume. Your reference page includes accurate contact information. Both documents look professional.	Your cover letter is thorough and includes adequate information from your resume. You also include a reference page with the appropriate contact information.	Your cover letter is organized, but some of the information in the paragraphs is confusing or missing. You also included a reference page with contact information.	Your cover letter is incomplete and has several errors. Information is confusing. Your reference letter is included.

<p>Resume and General Knowledge</p>	<p>Your resume is STELLAR! You understand the job position requirements. You are familiar with the company and its purpose.</p>	<p>Your resume is thorough, and you understand what you will be required to do. You have a basic understanding of the company and its purpose.</p>	<p>Your resume is organized, but there are a few areas which are lacking. You are hesitant with some of your answers concerning the position and knowledge of the company.</p>	<p>Your resume is incomplete and has several errors. You are not knowledgeable about the position and/or the company.</p>
<p>Interview Skills and Techniques</p>	<p>You answer all questions completely and in an appropriate manner. You appear dependable and possess many leadership qualities. You don't use words like "um" or other filler words. You enunciate your words and use appropriate vocabulary. You are confident and aren't afraid to ask for clarification if you don't understand a question.</p>	<p>You answer most of the questions completely. You seem to be somewhat dependable and possess some leadership qualities. You use a few filler words like "um" and "like," but not enough to disrupt the interview. Your word choice is appropriate, and I can understand most of what you say. You are confident for most of the interview.</p>	<p>You answer some of the questions well but struggle with others. You use a number of filler words, and you stumble communicating some of your ideas. You seem frustrated at times.</p>	<p>You struggle to answer most of the questions, or your answers are irrelevant to the questions. There is a lot of awkward silence or conversation off the topic. The answers you do supply are "yes" or "no" with no further elaboration. You don't come across as a dependable worker and/or leader.</p>
<p>Questions</p>	<p>You ask three open-ended questions that deal directly with this position. The questions are worded well.</p>	<p>You ask three open-ended questions that deal with this position.</p>	<p>You ask two questions that are about on this job opening.</p>	<p>You ask one question about this opening. It isn't necessarily open-ended.</p>
<p>Closing</p>	<p>You successfully convey your interest in this position. You are professional throughout the entire interview. You thank me and shake my hand</p>	<p>You convey your interest in this job opening. You are professional for most of the interview. You thank me and shake my hand.</p>	<p>You convey some interest in this position. You are professional for parts of this interview. You either forget to thank me or shake my hand.</p>	<p>You didn't show much interest in this interview. You need to work on your interviewing skills. You forgot to thank me and/or shake hands.</p>

Total Score: _____/32 Final Grade: _____%

Comments:

The CEO Plan - Professional Interview

Student's Name _____

Date _____

Position _____

CATEGORIES	YOU'RE HIRED! 4	WE'RE CONSIDERING YOU... 3	WE MIGHT HAVE HIRED YOU, BUT ... 2	DON'T CALL US, WE'LL CALL YOU ... 1
FIRST IMPRESSION	Your appearance is professional, and you greet and shake hands with your interviewer correctly.	You look nice in casual business attire. Your greeting is appropriate, but you forget to shake hands with your interviewer.	Your attire is borderline professional (nice jeans, but still jeans and sneakers). You are really nervous and stumble over your greeting and/or handshake.	Your attire is unprofessional, and you do not look dressed for an interview. You do not greet and/or shake hands with your interviewer.
POSTURE AND EYE CONTACT	You sit up straight and look relaxed and confident but not arrogant. You establish great eye contact throughout the interview.	Most of the time, you sit up straight and look confident. You maintain eye contact throughout your interview.	Sometimes you sit up straight and make eye contact with your interviewer. Your confidence is not entirely convincing.	During the interview, you slouch and do not look at the person interviewing you. You don't seem confident in yourself.
GENERAL ATTITUDE	You are enthusiastic and genuinely interested to be interviewed today, but you are not overbearing. You want this job!	You are serious about this interview and will probably accept the position if it is offered.	You convey some interest in this position. But your attitude leads the interviewer to believe you are not entirely interested this position.	Your lack of enthusiasm is disheartening, and you do not show any interest in this position.
RESUME AND GENERAL KNOWLEDGE	Your resume is STELLAR, and you understand what this job position requires. You are also familiar with the company and its purpose.	Your resume is thorough, and you understand what you will be required to do if you are hired to fill this position. You have a basic understanding of the company.	Your resume is organized, but there are a few areas which are lacking. You are hesitant with some of your answers concerning the position and knowledge of the company.	Your resume is incomplete and has several errors. You are not knowledgeable about the position and/or the organization.

4

3

2

1

INTERVIEW SKILLS AND TECHNIQUES	You answer all questions completely and directly, and you do so in an honest and appropriate manner. You appear to be dependable and to possess many leadership qualities. You don't use words like "um". The interviewer is able to understand everything you are saying.	You answer most of the questions completely. You seem to be somewhat dependable and have some leadership skills. You use "um" and other inappropriate terms, but not enough to disrupt the interview. Some of what you say is difficult for the interviewer to understand.	You answer some of the questions well but struggled with others. You use words like "um" when you don't know how to answer a question. You are asked to repeat yourself often because the interviewer has a difficult time understanding you. You appear to be a hard worker but not necessarily a leader.	You struggle to answer most of the questions, or your answers are irrelevant to the questions. There is a lot of awkward silence during the interview and/or your answers are "yes" or "no" with no further elaboration. You don't come across as a dependable worker and/or leader.
CLOSING	You successfully convey your interest in the position and ask at least three questions relevant to the job. You thank the interviewer and shake hands.	You convey your interest in the position and ask at least two questions relevant to the job. You thank the interviewer and shake hands.	You convey some interest in the position and ask at least one question relevant to the job. You thank the interviewer but forget to shake hands.	You do not show interest in the job and forget to ask any questions. You forget to thank the interviewer and/or forget to shake hands.

Total Score: _____/24

Final Grade: _____

Comments:

Essay Questions

1. Discuss 3 things you liked about this assignment and why (be specific).
2. How will this assignment help you in the future?
3. Something I can do that would improve this assignment for next year.
4. Advice for next year's students.

Interviewer: _____