

Date: \_\_\_\_/\_\_\_\_/\_\_\_\_  
DD MM YR

Company: \_\_\_\_\_

Observer: \_\_\_\_\_

Interviewer: \_\_\_\_\_ Interviewee: \_\_\_\_\_

ITEM	RATING	COMMENTS
<b>Appearance</b> (attire and grooming aligned with the workplace setting)	<b>N S G E</b>	
<b>Cover letter and resume</b> (required documents, accurate content, professional appearance, formatting)	<b>N S G E</b>	
<b>Initial presentation</b> (on time, positively engages the interviewer)	<b>N S G E</b>	
<b>Body language</b> (posture, facial expressions, gestures)	<b>N S G E</b>	
<b>Attitude</b> (positive, energetic, enthusiastic, interested, motivated)	<b>N S G E</b>	
<b>Voice</b> (pace, pitch, volume, clarity)	<b>N S G E</b>	
<b>Confidence</b> (assertive, natural, relaxed, poise)	<b>N S G E</b>	
<b>Self-Awareness</b> (strengths, weaknesses, learning goals, relevant experiences, needs, maturity, contributions to agency)	<b>N S G E</b>	
<b>Knowledge of company</b> (vision/mission, clientele, services/programs)	<b>N S G E</b>	
<b>Response to company questions</b> (to the point, thorough, concise, accurate, appropriate)	<b>N S G E</b>	
<b>Questions to company</b> (appropriateness, relevance, thoughtful, clear, adequate)	<b>N S G E</b>	

<b>Interview end</b> (appreciation of the interview, sincerity)	<b>N S G E</b>	
<b>Additional Comments</b>		
<b>Overall Practicum Readiness</b>	<b>N S G E</b>	

