

Please email the completed form to Cynthia Hofacker at hofackcm@uwec.edu or send to Cynthia Hofacker, BCOM Department, SSS 418, UW-Eau Claire, Eau Claire, WI 54702-4004

Please complete or attach a business card:		Student:
Name:	Position:	
Company:	Telephone:	
Email:		Date:

Please Rate the Student on the Following Characteristics (Circle or Mark your Response)

Arranging the Interview: Was the student clear about the purpose of the interview? Was the student accommodating and polite? Did the student send the questions in advance?	Excellent – Made a great first impression	Average – Made a good impression but not clear about the purpose	Poor – First thought was to deny the interview
Appearance: Was the student dressed appropriately for the interview?	Excellent – One step above what you expect for this position	Average – Okay but needs some polish	Poor – Unacceptable for this business setting
Initiating the Interview: Did the student smile, introduce himself/herself, shake your hand , and share the purpose of the interview?	Excellent – Welcoming	Average – Okay but timid	Poor – Did not seem ready
During the Interview: Did the student come prepared for the interview, for example, pen, paper, and questions?	Excellent – Took charge of the interview	Average – Had some questions but relied on you to direct the interview	Poor – You, not the student, were totally in charge
How well did the student answer your questions?	Excellent – Was articulate, confident, and accurate	Average – Acceptable but not exceptional	Poor - Unable to answer to your satisfaction
How were the student's interpersonal skills?	Excellent – Polite, poised, and attentive	Average – Acceptable but not exceptional	Poor – Needs polish for future success
How was the student's nonverbal communication: eye contact, posture, facial expressions, and appropriate gestures?	Excellent - Appeared enthused and interested	Average – Acceptable but not exceptional	Poor – No eye contact, seemed to only want to meet the terms of this assignment
Concluding the Interview: Did the student thank you for your time and information, shake your hand , and smile?	Excellent – I'll remember this student positively	Average – No lasting impression	Poor – Just seemed to end, awkward

Additional Comments on the Student's Performance: