

### CHECKLIST FOR PARTNER INTERVIEW

**INSTRUCTIONS:** Carefully read the contents of the checklist below. You and your partner will take turns role playing an EMPLOYER that is interviewing and APPLICANT. In the role of EMPLOYER, fill in the checklist and provide suggestions to assist your partner with improving their interviewing skills. Each of you will need a copy of this document.

Indicators to look for....	Yes/No	Suggested Ways to Improve...
Appropriate interview introductions between employer and applicant. Interview process began with a firm handshake and eye contact. Applicant stated the employer's name; his/her own name and purpose of visit.		
Applicant appeared friendly and courteous.		
Applicant answered questions by using success stories or examples (proof) of skills for the job.		
Good eye contact and posture was maintained throughout the interview.		
Applicant voided "annoying" mannerisms such as biting nails, fidgeting in seat, twisting hair and jingling coins or keys in pocket.		
Applicant spoke clearly and avoided slang or "fillers" such as "umm," like" and "you know."		
Applicant asked the employer questions about the job.		
Interview concluded with a summary of key points.		
Applicant provided a firm handshake and thanked the employer for his or her time.		
Applicant asked when and how he/she would learn of the employer's decision.		