

Partner Interview Checklist

Employer Name (Interviewer): _____

Applicant Name (Interviewee): _____

You and your partner will take turns role playing an EMPLOYEE that is interviewing an applicant. In the Employer role, fill in the checklist and provide suggestions to assist your partner with improving interview skills.

Instructions:

1. Select Employer and applicant role.
2. Role play conducting a professional interview.
3. When you complete the interview, take a few minutes to complete the worksheet.
4. Review the worksheet together and suggest ways to improve the discussion points.

Interview Areas of Discussion	Yes/No	Suggested ways to improve
Appropriate interview introductions between employer and applicant. The interview process began with a firm handshake and eye contact.		
Applicant answered questions by using professional/career-oriented responses		
Applicant appeared friendly and courteous		
Good eye contact and posture was maintained throughout the interview.		
Applicant spoke clearly and avoided slang or “fillers” such as “umm,” like” and “you know.”		
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.		