

Interviewing Skills Checklist

Participant's Name: _____

Interviewer: _____

Sample Questions to Ask Participants

1. Tell me about yourself.
2. What are your greatest strengths?
3. Why should I hire you?
4. Tell me about a time you had to use good customer service skills.
5. Where do you see yourself in 3-5 years?
6. What is your availability?
7. Do you have any questions for me?

Feedback:

Scale 1 to 5 (five being the highest)

Introduction

- | | | |
|---|-----|----|
| 1. Did participant greet you "with a hello" | Yes | No |
| 2. Did participant extend hand for handshake? | Yes | No |
| 3. Did they give you their name? | Yes | No |

Interview

- | | | | | | |
|--|---|---|---|---|---|
| 1. Did participant demonstrate good body language? | | | | | |
| a. Sits still/doesn't fidget | 1 | 2 | 3 | 4 | 5 |
| b. Keeps hands away from face, hair, etc. | 1 | 2 | 3 | 4 | 5 |
| c. Leans forward to show interest | 1 | 2 | 3 | 4 | 5 |
| d. Sits with legs closed, crossed, or feet on floor | 1 | 2 | 3 | 4 | 5 |
| 2. Did participant maintain good eye contact? | 1 | 2 | 3 | 4 | 5 |
| 3. Did participant smile? | 1 | 2 | 3 | 4 | 5 |
| 4. Did participant ask good questions? | 1 | 2 | 3 | 4 | 5 |
| 5. Did participant give an example of good customer service? | 1 | 2 | 3 | 4 | 5 |
| 6. Was participant enthusiastic? | 1 | 2 | 3 | 4 | 5 |
| 7. Did participant keep information work-related? | 1 | 2 | 3 | 4 | 5 |
| 8. Did participant show they had a flexible schedule? | 1 | 2 | 3 | 4 | 5 |

Wrap Up

- | | | | | | |
|---|-----|----|---|---|---|
| 1. Did they thank you for your time? | Yes | No | | | |
| 2. Did they say goodbye? | Yes | No | | | |
| 3. Did they shake your hand? | Yes | No | | | |
| 4. If you had an opening would you hire this participant? | 1 | 2 | 3 | 4 | 5 |

Suggestions/recommendations: _____