

On Campus Interview Candidate Review Form

Candidate's Name:	Company Name:
Date:	Position for which being interviewed:

Instructions: Please rate each candidate using the rating scale defined below. Circle your responses. This information is completely confidential. It will be used to assess how well Cooper Union is preparing students for the interview process.

5 = Excellent 4 = Very Good 3 = Good 2 = Fair 1 = Poor n/a = Not Applicable

1) Establishing Contact	
• Engaged your interest and attention early in the interview.	5 4 3 2 1 n/a
• Established eye contact.	5 4 3 2 1 n/a
• Conveyed confidence without arrogance.	5 4 3 2 1 n/a
• Appearance was appropriately professional.	5 4 3 2 1 n/a
2) Maintaining Context	
• Information presented was relevant and consistent.	5 4 3 2 1 n/a
• Effectively understood and responded to your needs.	5 4 3 2 1 n/a
• Asked good/relevant questions that conveyed understanding.	5 4 3 2 1 n/a
3) Organization	
• Was well prepared.	5 4 3 2 1 n/a
• Comments were focused and organized.	5 4 3 2 1 n/a
• Spoke succinctly- did not ramble.	5 4 3 2 1 n/a
• Was able to think on his/her feet.	5 4 3 2 1 n/a
• Effectively built upon earlier comments and ideas.	5 4 3 2 1 n/a
4) Verbal communication	
• Was clearly understood.	5 4 3 2 1 n/a
• Used appropriate vocal volume and variety of tone.	5 4 3 2 1 n/a
• Avoided um's , ah's and long pauses.	5 4 3 2 1 n/a
• Used good sentence structure and avoided monosyllabic responses.	5 4 3 2 1 n/a

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5) Maintaining Composure						
• Maintained composure and poise.	5	4	3	2	1	n/a
• Maintained eye contact.	5	4	3	2	1	n/a
• Maintained good body posture.	5	4	3	2	1	n/a
6) Nonverbal communication						
• Used appropriate animation and facial expression.	5	4	3	2	1	n/a
• Demonstrated enthusiasm and projected interest throughout the interview.	5	4	3	2	1	n/a
7) Technical Proficiency						
• Demonstrated possession of sufficient technical knowledge and or skill and or ability in order to do the job.	5	4	3	2	1	n/a

8) Do you have any related and or additional comments?