

# Interview Evaluation Checklist

During the interview, did the candidate...

- Demonstrate familiarity and knowledge about the company
- Express enthusiasm for using her or his skills to contribute to the company's greater goal
- Greet the interviewer by name
- Make and maintain eye contact
- Speak clearly, avoiding verbal tics like "um" and "like"
- Show enthusiasm and energy for the job
- Smile
- Clearly articulate at least three reasons they would be able to help the Company meet its objectives/goals for this particular position
- Discuss specific past experiences and achievements that indicate their potential for succeeding in the position they are seeking
- Ask the interviewer good questions about the company and position
- Offer contact information for three references
- Say thank you at the end of the interview

**Additional Comments:**

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