SUNY Institute of Technology at Utica/Rome
COM 499 - Portfolio Review and Professional Development
Interview Performance Appraisal and Portfolio Review

Interview Date: __________________________________________
Student’s Name: __________________________________________
Interviewer’s Name/Title: __________________________________
Company: _______________________________________________
Telephone: _______________________________________________

Please assess the student’s overall preparedness and contributions during the mock interview by placing a number in the appropriate space. You may place additional comments on the attached sheet. This information will be shared with the student to further refine the student’s interviewing skills. Thank you for your time and cooperation.

Assess the student’s achievement on a ranking of 1-10 where
1 = Did not meet a minimal level of achievement
10 = Highest level of achievement

1. Student arrived on time.
   Level of Achievement: (1-10) ______

2. Student dressed appropriately.
   Level of Achievement: (1-10) ______

3. Evidence of student’s preparation regarding knowledge of the company/firm and the position.
   Level of Achievement: (1-10) ______

4. Student’s overall poise and confidence.
   Level of Achievement: (1-10) ______

5. Student’s willingness to ask insightful/interesting questions.
   Level of Achievement: (1-10) ______

6. Student’s answers showed appropriate knowledge of tasks.
   Level of Achievement: (1-10) ______

7. Student’s overall communication skills and comprehension.
   Level of Achievement: (1-10) ______

8. Quality of student’s portfolio.

Interview Criteria
9. Student showed initiative and contributed in an informative manner.

Level of Achievement: (1-10) ______

10. Please circle a grade you feel is appropriate for the interview. A(+) or (-) B (+ or -) C(+) or (-) D F

Please evaluate the student’s professional-level portfolio according to the criteria below. Please provide a written comment for any categories that need improvement.

Organization of portfolio:

Level of Achievement: (1-10) ______

Overall appearance of portfolio:

Level of Achievement: (1-10) ______

Quality and variety of work in portfolio:

Level of Achievement: (1-10) ______

COMMENTS

If you were, in fact, hiring for this position would you seriously consider this applicant?

Yes  No

Why?

________________________________________________________

________________________________________________________

Other comments:

________________________________________________________

________________________________________________________

Interviewer’s Signature: _________________________________

Date: ________________________________________________

Please fax or mail within two days of interview to:
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