

Student's name _____

Interviewer _____

To the interviewer:

- Please ask as many of these questions as you can in the 10 minutes allotted.*
- Please circle the numbers of the questions you asked the student.*
- Please make sure you ask #1 at the beginning & #14 at the end. Thanks!*

1. Tell me about yourself. ***
2. What motivates you to do your best on the job?
3. Why is customer service so important in business today?
4. Tell me about a time when you were in a high-pressure situation.
5. Tell me how you solved a problem you confronted at school or work.
6. What do you think are the most important abilities that lead to success on the job?
7. What role do you prefer when working on a team project. Why?
8. How would your classmates/friends/co-workers describe you?
9. Tell me about a time that you made a suggestion that was accepted by a group of peers, classmates, or co-workers.
10. Describe your work ethic.
11. What would you do if one supervisor told you to do something now and another supervisor told you to do it later?
12. What are your strengths? Weaknesses?
13. Okay, you've got one minute to convince me that you're the best candidate for this job. Begin.
14. What questions do you have for me? ***

*** Required Questions

Interviewer Evaluation: Please circle the number in the proper column to determine the overall impression this candidate made in the following traits:

Trait	Needs Improvement			Acceptable				Exceptional		
Portfolio (App./Resume/Cover Letter)	1	2	3	4	5	6	7	8	9	10
Punctuality	1	2	3	4	5	6	7	8	9	10
Cleanliness/Professional dress	1	2	3	4	5	6	7	8	9	10
Communication (eye contact, clear, etc.)	1	2	3	4	5	6	7	8	9	10
Depth of Answers	1	2	3	4	5	6	7	8	9	10
Confidence Level	1	2	3	4	5	6	7	8	9	10
Points	0			5				5		

Comments/Suggestions:

AG Teacher Signature: _____