Information Gathering Interview
Self-Evaluation

OPENING

How well did you handle the first few minutes of interview?
1  2  3  4  5

Were you poised and confident?
1  2  3  4  5

BODY

Did you appear knowledgeable about the project and prepared?
1  2  3  4  5

Did you ask good questions of the interviewee? (attach list)
1  2  3  4  5

How effectively did you communicate (nonverbally, use of language, listening, response skills, etc)?
1  2  3  4  5

Did you appear enthusiastic and follow up on answers when necessary?
1  2  3  4  5

CONCLUSION

Did you summarize or provide closure?
1  2  3  4  5

Did you provide a good overall impression?
1  2  3  4  5

Use this rubric for evaluating your own performance during the performance appraisal interview. Write up your comments much in the manner you did for the “employment interview.”