

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."