

This form must be signed by:
EMPLOYER



COLLEGE
OF THE
FLORIDA KEYS

Internship Interview Feedback Form

Applicant: _____ Date: _____

Interviewer: _____ Organization: _____

The interviewer will fill out this feedback form and return to the CFK Internship Coordinator to be discussed with the applicant. This form will be provided to the applicant for their future reference.

Rating Key

3 points - Excellent

2 points - Good

1 point - Fair, needs improvement

0 points - Poor needs improvement

First Impression

1. Good energy when meeting the interviewer _____
2. Has provided a complete resume _____
3. Is groomed well and appropriately dressed _____
4. Spoke clearly _____
5. Established and maintained eye contact and good posture _____

Content of Interview

6. Effectively communicated goals _____
7. Related skills and abilities to the job _____
8. Demonstrated interest and enthusiasm for the job _____
9. Answers questions with confidence _____
10. Neutralized weaknesses _____
11. Prepared with questions about the job or organization _____
12. Avoided flat yes or no answers to questions _____

Closing the interview

13. Asked follow up questions to determine next steps _____
 14. Thanked the interviewer by name for the interview _____
- Total Points:** _____

Additional Comments:

Interviewer Signature: _____