

Interview Feedback for: _____

After completing the interview, interviewer and interviewee should review this check-list together.

__Did you display the following characteristics? (Attributes banks are looking for):

- Analysis, judgement & decision making
 - Provide evidence through examples from your internship (e.g. evidence of great attention to detail, well received research or analysis, etc.)
 - Respond well to analytic questions
- Adaptability & Creativity
 - Stay cool when given questions meant to throw you off guard
 - Consider typical (what the interviewers expects to hear) and also less typical (what the interviewer may be impressed to hear) responses and give both.
 - Smile.
- Drive and Action Orientation
 - Concrete stories about your success
 - Words that display passion
- Interpersonal Sensitivity
 - Listen very carefully to questions and ensure your answers are suitably focused.
- Persuasiveness
 - Try and engage your interviewers in your response.
 - Focus on speaking clearly and eloquently.
- Quality, commitment, stamina

___ Did you make a strong first impression? Make a positive and professional first impression by being assertive and giving a firm handshake to each interviewer and addressing each interviewer as they are introduced.

___ Did you avoid saying “uh” and using slang?: Reinforce your professionalism and your ability to communicate effectively by speaking clearly and avoiding "uhs", "you knows", and slang.

___ Did you use positive words? Instead of "if", "I think", "I feel" and "I wish" use "when", "I am" and "I would"

___ Did you establish rapport by relating to each interviewer? Note the wording that is used by each interviewer and when appropriate use similar words. Maintain eye contact with each of the interviewers throughout the interview.

___ **Did you sit comfortably?** Sit erectly, but don't sit stiffly or sprawl over the chair.

___ **Did you convey confidence, but not arrogance?** Don't expect the interviewers to have confidence in you, if you don't have confidence in yourself. Project confidence and a positive attitude. (fake it if you have to) Maintain awareness of your voice, posture, energy level, and enthusiasm. Make hand gestures to emphasize important points, but avoid distracting gestures or making too many hand gestures.

___ **Did you tell concrete stories about your experiences that clearly illustrated your strengths?** Before going into the interview, know your strengths, and decide on three main points that you would like the interviewers to take away from the interview. Take charge! You should have concrete stories prepared that illustrate the traits that you possess that you want the interviewers to know about. People remember stories better than lists of adjectives.

___ **Did you smile?** Smile confidently, but not to the point where you would appear to be too casual. Smiling will also help you relax and establish a rapport with the interviewers.

___ **Did you manage weaknesses or barriers so that they appear to be indications of your strengths?** Know how you plan to answer these questions.

___ **Did you listen?** Listen to each question carefully and don't interrupt. If you aren't sure of what is being asked, politely request that the question be repeated.

___ **Did you close the interview** with a strong closing statement of your qualifications for the job?

___ **Did you thank the interviewer(s)?** Shake their hands individually and thank each interviewer by name.

Comments:
