Mock Interview Checklist

CRITERIA	YES	NO
IMAGE AND APPEARANCE		
Shows up on time for interview	☐	☐
Offers a solid and confident handshake when appropriate	☐	☐
Presents as well groomed, has good hygiene, and dresses appropriately	☐	☐
Smiles and speaks clearly	☐	☐
BODY LANGAUGE		
Displays good posture and avoids unnecessary movements	☐	☐
Demonstrates receptiveness (arms are not crossed)	☐	☐
Demonstrates enthusiasm and interest, shows facial expression	☐	☐
Shows confidence and maintains eye contact	☐	☐
Is relaxed and maintains poise	☐	☐
KEY INTERVIEW CONTENT		
Responds with concise, organized, and well thought-out answers	☐	☐
Use STAR (Situation, Task, Action, Result) format to answer behavioural (example-based) questions	☐	☐
Use proper grammar and appropriate vocabulary	☐	☐
Demonstrates research and understanding of the company and position	☐	☐
Communicates program-related skills and indicates strengths	☐	☐
CLOSING INTERVIEW		
Ask relevant questions to interviewer	☐	☐
Thanks interviewer and identifies next steps	☐	☐
AFTER THE INTERVIEW		
Sends thank you email after the interview	☐	☐

Feedback/Comments	