



**JOBS FOR THE FUTURE**

# ADDING A GENDER LENS TO NONTRADITIONAL JOBS TRAINING

CREATED BY WIDER OPPORTUNITIES FOR WOMEN

APRIL 2017

## **TOOL 3.9 MOCK INTERVIEW RATING SHEET**

Use this tool to provide feedback to training participants on their interviewing skills. If training instructors and job developers are using this tool with industry and apprenticeship program staff who have volunteered to conduct mock interviews, they should provide each interviewer with multiple copies of this tool and give a short overview of how best to complete the sheet.

*This tool is adapted from the pre-apprenticeship Multi-Craft Core Curriculum of the Building and Construction Trades Department, AFL-CIO.*

### **WHO SHOULD USE THIS TOOL**

Industry and apprenticeship program staff who have volunteered to conduct mock interviews of students; case managers; job developers; soft skills instructors; career coaches; occupational training instructors, with their students.

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This tool is part of Adding a Gender Lens to Nontraditional Jobs Training, created by Wider Opportunities for Women for the GreenWays initiative and revised by JFF as part of the Delivering the TDL Workforce initiative. All tools are available online at: <http://www.jff.org/newlensonjobs>.

Supported by the Walmart Foundation, Delivering the TDL Workforce expanded high-quality transportation, distribution, and logistics training programs in ten regions and promoted best practices in program design and delivery, employer engagement, and workforce partnership development. GreenWays was supported by grants from the U.S. Department of Labor through Pathways Out of Poverty and the Green Jobs Innovation Fund.

**NAME OF STUDENT:** \_\_\_\_\_

**INTERVIEWER'S INITIALS:** \_\_\_\_\_

**DATE:** \_\_\_\_\_

### GENERAL IMPRESSIONS:

- |                              |                                    |                               |  |  |
|------------------------------|------------------------------------|-------------------------------|--|--|
| <b>Grooming</b>              | <input type="checkbox"/> Excellent | <input type="checkbox"/> Good | <input type="checkbox"/> Inappropriate | <input type="checkbox"/> Needs Improvement |
| <b>Eye Contact</b>           | <input type="checkbox"/> Excellent | <input type="checkbox"/> Good | <input type="checkbox"/> Inappropriate | <input type="checkbox"/> Needs Improvement |
| <b>Posture/Body Language</b> | <input type="checkbox"/> Excellent | <input type="checkbox"/> Good | <input type="checkbox"/> Inappropriate | <input type="checkbox"/> Needs Improvement |
| <b>Facial Expressions</b>    | <input type="checkbox"/> Excellent | <input type="checkbox"/> Good | <input type="checkbox"/> Inappropriate | <input type="checkbox"/> Needs Improvement |

Comments: \_\_\_\_\_

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### ATTITUDE/BEHAVIOR

- |                     |                                    |                               |  |  |
|---------------------|------------------------------------|-------------------------------|--|--|
| <b>Respectful</b>   | <input type="checkbox"/> Excellent | <input type="checkbox"/> Good | <input type="checkbox"/> Inappropriate | <input type="checkbox"/> Needs Improvement |
| <b>Enthusiastic</b> | <input type="checkbox"/> Excellent | <input type="checkbox"/> Good | <input type="checkbox"/> Inappropriate | <input type="checkbox"/> Needs Improvement |
| <b>Energetic</b>    | <input type="checkbox"/> Excellent | <input type="checkbox"/> Good | <input type="checkbox"/> Inappropriate | <input type="checkbox"/> Needs Improvement |
| <b>Positive</b>     | <input type="checkbox"/> Excellent | <input type="checkbox"/> Good | <input type="checkbox"/> Inappropriate | <input type="checkbox"/> Needs Improvement |
| <b>Confident</b>    | <input type="checkbox"/> Excellent | <input type="checkbox"/> Good | <input type="checkbox"/> Inappropriate | <input type="checkbox"/> Needs Improvement |

Comments: \_\_\_\_\_

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## PREPARATION

- |                                    |                                    |                               |  |  |
|------------------------------------|------------------------------------|-------------------------------|--|--|
| <b>Documents</b>                   | <input type="checkbox"/> Excellent | <input type="checkbox"/> Good | <input type="checkbox"/> Inappropriate | <input type="checkbox"/> Needs Improvement |
| <b>Knowledge of program</b>        | <input type="checkbox"/> Excellent | <input type="checkbox"/> Good | <input type="checkbox"/> Inappropriate | <input type="checkbox"/> Needs Improvement |
| <b>Knowledge of occupation</b>     | <input type="checkbox"/> Excellent | <input type="checkbox"/> Good | <input type="checkbox"/> Inappropriate | <input type="checkbox"/> Needs Improvement |
| <b>Knowledge of apprenticeship</b> | <input type="checkbox"/> Excellent | <input type="checkbox"/> Good | <input type="checkbox"/> Inappropriate | <input type="checkbox"/> Needs Improvement |
| <b>Well-practiced</b>              | <input type="checkbox"/> Excellent | <input type="checkbox"/> Good | <input type="checkbox"/> Inappropriate | <input type="checkbox"/> Needs Improvement |

Comments: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

## CONTENT AND DELIVERY

Did the participant effectively communicate her/his:

- |                             |                                    |                               |  |  |
|-----------------------------|------------------------------------|-------------------------------|--|--|
| <b>Qualifications</b>       | <input type="checkbox"/> Excellent | <input type="checkbox"/> Good | <input type="checkbox"/> Inappropriate | <input type="checkbox"/> Needs Improvement |
| <b>Commitment</b>           | <input type="checkbox"/> Excellent | <input type="checkbox"/> Good | <input type="checkbox"/> Inappropriate | <input type="checkbox"/> Needs Improvement |
| <b>Answers to questions</b> | <input type="checkbox"/> Excellent | <input type="checkbox"/> Good | <input type="checkbox"/> Inappropriate | <input type="checkbox"/> Needs Improvement |

Comments: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Overall Rating on a scale of 1 to 10, with 1 being the lowest and 10 being the highest (please circle one)**

1            2            3            4            5            6            7            8            9            10

**What feedback and advice would you give this participant?**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_