



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: