

# Phone or Zoom Interview

Excellent Submissions Meet All of the Following Criteria

	Criteria	Comments
<b>Timeliness</b>	<input type="checkbox"/> Resume and cover letter sent on or before provided deadline <input type="checkbox"/> On time to interview appointment	
<b>Written Materials</b>	<input type="checkbox"/> The Cover letter addressed the job description and provided additional information <input type="checkbox"/> The letter and resume were formatted appropriately, well written, and free of spelling, typographical or grammatical errors. <input type="checkbox"/> All necessary information was present and accurate	
<b>Email Etiquette</b>	<input type="checkbox"/> Emails were professional and appropriate <input type="checkbox"/> Emails were returned promptly <input type="checkbox"/> Emails were free of typographical, spelling, or grammatical errors.	
<b>Phone Etiquette</b>	<input type="checkbox"/> Voice mail was professional and concise <input type="checkbox"/> Phone was answered and messages were left in an appropriate and professional manner <input type="checkbox"/> Phone messages were returned promptly	<input type="checkbox"/> N/A
<b>Zoom Etiquette</b>	<input type="checkbox"/> Zoom background was professional and appropriate <input type="checkbox"/> Maintained eyecontact <input type="checkbox"/> No avoidable technology interruptions <input type="checkbox"/> Dressed for an interview <input type="checkbox"/> Effectively shared screen <input type="checkbox"/> Accurate screen name	<input type="checkbox"/> N/A
<b>Interview Content</b>	<input type="checkbox"/> You communicated your knowledge about the kind of position you are interviewing for. <input type="checkbox"/> You related your skills to the job very well. <input type="checkbox"/> You were confident in answering questions about yourself and your experience. <input type="checkbox"/> You did not overstate any of your experiences.	
<b>Interview Skills/Techniques</b>	<input type="checkbox"/> You displayed poise and confidence. <input type="checkbox"/> You used appropriate language and grammar. <input type="checkbox"/> You avoided verbal crutches. <input type="checkbox"/> You spoke at an appropriate speed. <input type="checkbox"/> You asked the right number of appropriate questions. <input type="checkbox"/> Your voice was clear and you enunciate clearly <input type="checkbox"/> You demonstrated careful listening.	
<b>Follow up</b>	<input type="checkbox"/> You sent a note of thanks within a week of the interview	
<b>Self Reflection</b>	<input type="checkbox"/> Submitted within a week of the interview	
<b>Interviewer Evaluation</b>	<input type="checkbox"/> Positive evaluation from interviewer	

Grade: \_\_\_\_\_