

INTERVIEWER FEEDBACK FORM*

Name of Student Interviewer _____ Faith Hill _____

Dear Interviewee:

The interview assignment the student is completing is an important part of a course in business and professional communication. This experience provides a rare chance for the student to receive candid, thoughtful feedback about the impression he or she makes in a face-to-face interview. Thank you for providing this opportunity for the student.

Please complete the questions below after the interview, when the student is not in your presence. You may e-mail this completed form directly back to the instructor:

blietzd@wwu.edu After reviewing your comments, the instructor will pass along this sheet to the student.

Rest assured that nothing you say will affect the student's grade in any way. The sole purpose of this form is to provide the student with constructive comments from a person outside the classroom.

FOR EACH ITEM PLEASE PLACE A CHECK MARK IN THE APPROPRIATE COLUMN

Opening of the interview	Needs Improvement	Basically O.K.	Well Done
1. Did the student arrive on time, prepared for the interview?			<input checked="" type="checkbox"/>
2. Was the purpose of the interview made clear?			<input checked="" type="checkbox"/>
3. Was the student poised?			<input checked="" type="checkbox"/>
4. Were you made to feel the interview was worth your time and energy?			<input checked="" type="checkbox"/>
5. Did the student make a good initial impression? (Appearance, voice, language, bodily behavior, etc.)			<input checked="" type="checkbox"/>

Additional comments on the first few minutes of the interview:

Faith was well prepared for the interview had great questions and was very eager to learn and discuss the topics of dog training. She was already very knowledgeable on the topic so it made for lively conversation!

Interview questions	Needs Improvement	Basically O.K.	Well Done
6. Were questions and topics arranged in an appropriate sequence?			<input checked="" type="checkbox"/>
7. Were the questions well chosen?			<input checked="" type="checkbox"/>
8. Were questions worded clearly?			<input checked="" type="checkbox"/>
9. Did the student follow up your answers appropriately with additional questions?			<input checked="" type="checkbox"/>
10. Were the number and nature of questions appropriate for the available time?			<input checked="" type="checkbox"/>

Additional comments on the first few minutes of the interview:

Student characteristics	Needs Improvement	Basically O.K.	Well Done
11. How good a listener was the student?			<input checked="" type="checkbox"/>
12. Did the student seem sincerely interested in your answers?			<input checked="" type="checkbox"/>
13. Did the student conclude the interview by summarizing insights gained and thanking you for your time?			<input checked="" type="checkbox"/>

Additional comments on student characteristics: Faith will make a fantastic dog trainer one day! She is knowledgeable, patient, firm and observant.

In conclusion

14. What particularly strong points should the student continue to stress? The science of Operant Conditioning and immersion-based learning.

15. What interviewing techniques or behaviors should the student try to correct in the future? Faith was a great interviewer. I would recommend that Faith read How to Win Friends and Influence People. However, her interview skill were excellent!

Please supply your name, position or title, and mailing address:

NAME: Shea Hughes-Gorman

POSITION OR TITLE: Owner & Operator

ORGANIZATION: Pawsitive Dog Training School

COMPANY OR

Thank you! Diane Blietz, M.A. Ed, Instructor