

GIVING FEEDBACK

Name of classmate being interviewed:

Vacancy:

Date:

<i>The person being interviewed...</i>	<i>Well done</i>	<i>Needs work</i>	<i>Could be improved</i>
...started by introducing himself/herself.			
...made it clear when he/she was moving from one point to the next.			
...spoke slowly and clearly and used short, clear sentences.			
...kept eye-contact and did not look at his/her notes all the time.			
...showed interest, e.g. asked questions.			
...stayed focused.			
...was convincing.			
...used good interview techniques.			
...remembered to think about his/her body language.			
...was able to answer questions by the interviewer (within the given time limit).			

Self-reflection

Make some notes immediately following your interview. Write down what you thought went well and what you think you would need to improve. You can share your ideas with the group or keep them for yourself for the future.