

***Rating:** **E=Excellent** **G=Good** **NI=Needs Improvement**

VERBAL RESPONSES

CATEGORY	RATING*	COMMENTS
Provides an impressive introduction		
Uses proper grammar/avoids slang terms		
Uses action verbs and power language		
Answers are consistent with resume		
Expresses ideas clearly, concisely		
Conveys clearly defined career goals		
Conveys decisions making ability		
Relates previous employment/transferable skills		
Articulate relevant skills and accomplishments		
Highlights marketable skills/ unique selling points		
Provides examples to illustrate selling points		
Answers reflect ability to interact well with others		

NON-VERBAL RESPONSES

CATEGORY	RATING*	COMMENTS
Eye Contact		
Gestures/Etiquette		
Friendly Demeanor/Smile/ Firm Handshake		
Energy/Enthusiasm Level		
Attentiveness		
Vocal Clarity/Tone/Pitch		
Posture		
Appearance/Attire		

Drop-In Advising: Mon-Fri @ 11am-3pm

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