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| --- | --- | --- |
| **INTERVIEW CATEGORY** | **BOBCAT READY!** | **GOALS FOR****IMPROVEMENT** |
| **APPEARANCE AND POISE** | * Poised and confident
* Maintains good posture
* Makes eye contact with interviewer
* Smiles during the interview
* Offers an opening greeting: “It is so nice to speak with you today.”
 |  |
| **DELIVERY AND LANGUAGE** | * Uses proper language and enunciates clearly
* Takes time to process question before answering
* Doesn’t ramble when answering
* Avoids filler words and distracting mannerisms (ums, ahs, folding arms, tapping pen)
* Keeps comments and attitude positive
 |  |
| **SKILL PRESENTATION** | * Answers questions directly with details
* Uses examples to demonstrate skill and abilities
* References items on resume
* Uses [STAR Method](https://hire.ucmerced.edu/students/student-employment/interviewing) to answer Behavioral Questions (Situation, Task, Action Result)
 |  |
| **PREPAREDNESS** | * Prepared & knowledgeable about company
* Demonstrates understanding of position applying for
* Has thoughtful questions to ask the interviewer
 |  |
| **ENVIRONMENT**  | * Quiet and distraction free
* Professional or clutter [free background](https://marketing.ucmerced.edu/resources/images/zoom-backgrounds%EF%BB%BF)
* Lighting: does not cast shadow on your face
 |  |
| **TECHNOLOGY** | * Strong internet connection
* Camera placement is at eye level
* Camera placement is appropriate distance so head and shoulders are in frame
* Sound level is appropriate
 |  |

NAME OF INTERVIEWEE:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_REVIEWED BY:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

DATE: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ CIRCLE POSITION TYPE: INTERNSHIP / EMPLOYMENT

StandOut provides the opportunity for you to practice interviewing using your webcam and microphone. Record your practice interview then use this checklist to review your responses and set goals for improvement. Re-record the interview to perfect your interviewing skills. Visit [https://ucmerced.standout.com](https://ucmerced.standout.com/) to log in with your university credentials, then follow the steps to create your StandOut account. View “Acing the Interview” Webinar on the CCPA YouTube channel at [https://www.youtube.com/channel/UCLany-SZX4t1YZcxgntjs7w?view\_as=subscriber﻿](https://www.youtube.com/channel/UCLany-SZX4t1YZcxgntjs7w?view_as=subscriber) .