ASSESSMENT GRID

Skills and competences	How do you rate them		
	Poor	Average	Superior
1. Greeting			
2. Dressed appropriately			
3. Use of posture and body language			
4. Confidence			
5. Knowledge about job/company			
6. Relevance of the answers with regard to the questions			
7. Listening skills			
8. Coping ability (with difficult questions, stress, conflicts)			
9. Time management			
10. Selfmotivation / Personal goals			
11. Judgement / Decision making			
12. Asked good work-related question			
13. Relevant educational background			
14. Interpersonal skills			
15. Computer and technology literacy			
16. Ability to work in a team or group			
17. Showing willingness and enthusiasm			
18. Realibility / Honesty			
19. Ablility to continue conversation (use of turn-taking strategies)			
20. Ending the interview (hand-shaking, thanking the interviewer)			