



INTERVIEW TIPS ASSESSMENT

Name: _____

Assessment Date: _____

Instructions: Complete this assessment as the student engages in the search for employment or volunteer experiences. It might be helpful to engage in a mock interview to be able to assess some of the areas defined. Ratings are based on the level of independence with which you are able to perform the activities or skills as described below:

1. Never
2. Sometimes
3. Most of the time
4. Always

SCALE				
Please check the number that most appropriately identifies the correct answer				
BEFORE THE INTERVIEW	1	2	3	4
1. Before an interview, I researched information about the organization so I will be knowledgeable about them.				
2. I remember interesting information about the company or the work they do that I can possibly share during the interview.				
3. When preparing for the interview, I will collect materials I may need to bring with me such as my completed application, my resume, my portfolio, etc.				
4. I will select the clothing to wear ahead of time and make sure each clothing piece is clean and neat (ironed) and will help me look 'professional'.				
5. I will make sure to bathe before I leave for the interview so I am clean and my hair is combed so I make a good impression.				

6. I will prepare how I will get to and from the interview.				
7. Am I capable of planning my time appropriately to allow time to get ready and time to travel to the interview so I won't be late?				
DURING THE INTERVIEW	1	2	3	4
8. Did I arrive at the interview on time or a little early?				
9. Did I come prepared for the interview with all the materials I needed such as my completed application, my resume or portfolio, etc.?				
10. When I came to the interview, was I dressed neatly in clothes that show I want to look 'professional'?				
11. Was my hair combed and my body clean so that I give a good impression?				
12. When entering the interview, did I make good eye contact?				
13. When entering the interview, did I smile and introduce myself?				
14. When entering the interview, did I shake hands appropriately?				
15. Did I wait to sit down when invited or after the interviewer sits down?				
16. Did I sit up straight, facing the interviewer?				
17. Did I look toward the interviewer, with an alert expression that shows that I was listening to questions?				
18. How well did I do in answering questions completely, with complete sentences or descriptions?				

19. Did I keep my answers short and not take up too much time talking about things that interest me?				
20. If I did not understand a question, did I ask for more information so that I could answer it?				
21. Some questions ask for examples of my experience or what I have done. How well did I do sharing experiences that make me look like a good worker or a good choice for a job?				
22. If I was asked some questions about what I would do in a new or different situation, how well did I answer these questions?				
23. How well did I avoid sharing personal information about medication, personal problems or conflicts with others?				
24. How well was I able to share information I knew about the company during the interview?				
25. If I discussed my learning differences during the interview, how well was I able to emphasize my strengths when disclosing my differences?				
26. If I disclosed about my learning differences, was I able to describe what accommodations I might need at the job and why?				
27. When the interview was finished, how well did I thank the interviewer and shake hands?				
28. When the interview was finished, how well did I express interest in working for the company as I left?				

AFTER THE INTERVIEW	1	2	3	4
29. After I have had an interview, did I communicate my appreciation to the person who interviewed me by writing a thank you email or letter?				
30. After an interview, did I communicate my appreciation by calling the person who interviewed me and thanking them for their time?				
31. In my thank you communication, did I thank them for their time and tell them I look forward to hearing from them when they have made any decision about the job?				
32. In my thank you communication do I remind them of my contact information?				
33. Waiting for news about whether or not I got a job can be difficult. Sometimes I won't hear anything about the job for quite a while. Am I able to determine the appropriate amount of time to wait before contacting the person with whom I interviewed?				
34. Sometimes I may feel frustrated or impatient when I haven't heard anything in a while. If I decide to contact the person again to ask if any decision has been made, am I able to be polite and professional in my communication with them?				
35. If the person I interviewed with contacts me to say they have made a decision and tells me I got the job, do I respond in a professional manner and thank them for their job offer?				
36. If I am offered a job and still have some questions, am I able to ask any questions I may have about what the job will involve?				
37. If I need time to make my decision about whether to accept the job, do I politely ask for some time to do this?				

38. If I am given some time to make my decision, do I promptly get back to them with my answer in the time decided upon?				
39. If I decide to take the job, do I let them know, thank them for the opportunity, and ask what I should do next?				
40. If I decide not to take the job, do I let them know in a professional way and thank them again for their time?				
41. If the interviewer contacts me and tells me I did NOT get the job, do I respond in a professional manner and thank them for their time?				
42. If I am told I did not get the job, do I ask that they keep me in mind for any future job openings?				

BEFORE THE INTERVIEW

Things I will do different next time:

A large yellow rectangular area intended for handwritten notes, starting with the text "BEFORE THE INTERVIEW" and "Things I will do different next time:".

DURING THE INTERVIEW

Things I will do different next time:

AFTER THE INTERVIEW

Things I will do different next time:



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