

## Interview Rubric

Category \_\_\_\_\_

Student \_\_\_\_\_

School \_\_\_\_\_

Professor \_\_\_\_\_

Criteria	1	2	3	4	Score
<b>Appearance</b>	Overall appearance is untidy	Appearance is somewhat untidy	Overall neat appearance	Overall appearance is very neat	
	Choice in clothing is inappropriate for any job interview (torn unclean, wrinkled)	Choice in clothing is inappropriate (shirt untucked, tee-shirt, too much jewelry, etc.)	Choice in clothing is acceptable for the type of interview	Choice in clothing is appropriate for any job interview	
	Poor grooming	Grooming attempt is evident	Well groomed (ex. Shirt tucked in, jewelry blends with clothing, minimal wrinkles)	Very well groomed (hair, make-up, clothes, etc.)  Overall appearance is businesslike	
<b>Greeting</b>	Unacceptable behavior and language	Used typical behavior and language – did modify behavior to fit the interview	Acceptable behavior, well mannered, professionalism lacking	Professional behavior and language (handshake, “hello”, “thank you”, eye contact, etc.)	
	Unfriendly and not courteous	Attempts to be courteous to all in interview setting	Courteous to all involved in interview	Friendly and courteous to all involved in interview	
<b>Communication</b>	Presentation shows lack of interest	Showed some interest	Showed interest throughout the interview	Very attentive	
	Speaking is unclear. It’s very difficult to understand message of what is being said (ex. mumbling)	Speaking is unclear, including lapses in sentence structure and grammar	Speaking clearly. Minimal mistakes in sentence structure and grammar	Speaking clearly: Appropriate use of sentence structure and grammar	
	Facts about job not included	Knowledge of job is minimal	Knowledge and facts are included/shared	Commitment & enthusiasm for job is conveyed	
	Volume is inappropriate for interview (ex. Spoke too loudly, too softly)	Volume is uneven (varied)	Volume is appropriate	Volume conveys business tone	

Criteria	1	2	3	4	Score
<b>Body Language</b>	Fidgeted – ex. constant movement of hands and feet	Fidgeted – ex. movement of hands and feet frequently	Minimal fidgeting (ex. occasionally shifting)	No fidgeting	
	Lack of eye contact	Eye contact is made intermittently	Occasional loss of eye contact	Eye contact made and held	
	Slouching all the time	Occasionally slouching	Brief slouching, but quickly correcting self	Sitting straight in chair	
<b>Responding to Questions</b>	Inappropriate answers to questions	Gives inaccurate answers	Answers are acceptable and accurate	Answers are accurate and thorough	
	Did not attempt to answer questions	Attempts to answer questions	Answers questions	Answers questions thoroughly and thoughtfully	
<b>Asking Questions</b>	No questions asked	Student asked questions that were not related to the job	Asked questions relating to the desired position	Asked questions relating to the desired position and related to the business or career field. (Evidence is shown that the applicant had researched the business or career field)	
<b>Total</b>					

<b>Comments by Students</b>	
Date:	
<b>Comments by Professor</b>	
Date:	