## Interview Rubrics

# **Category\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Student \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

# **Teacher \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ School \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

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| --- | --- | --- | --- | --- | --- |
| **Criteria** | **1** | **2** | **3** | **4** | **Score** |
| **Appearance** | * **Overall appearance is untidy** * Choice in clothing is inappropriate for any job interview (torn unclean, wrinkled) * Poor grooming | * **Appearance is somewhat untidy** * Choice in clothing is inappropriate (shirt untucked, tee-shirt, too much jewelry, etc.) * Grooming attempt is evident | * **Overall neat appearance** * Choice in clothing is acceptable for the type of interview   + Well groomed (ex. Shirt tucked in, jewelry blends with clothing, minimal wrinkles) | * **Overall appearance is very neat** * Choice in clothing is appropriate for any job interview * Very well groomed (hair, make-up, clothes pressed, etc.) * Overall appearance is businesslike |  |
| **Greeting** | * **Unacceptable behavior and language** * Unfriendly and not courteous | * **Used typical behavior and language – did modify behavior to fit the interview** * Attempts to be courteous to all in interview setting | * **Acceptable behavior, well mannered, professionalism lacking** * Courteous to all involved in interview | * **Professional behavior and language (handshake, “hello”, “thank you”, eye contact, etc.)** * Friendly and courteous to all involved in interview |  |
| **Communication** | * **Presentation shows lack of interest** * Speaking is unclear – very difficult to understand message of what is being said (ex. mumbling) * Facts about job not included * Volume is inappropriate for interview (ex. Spoke too loudly, too softly) | * **Showed some interest** * Speaking is unclear– lapses in sentence structure and grammar * Knowledge of job is minimal   Volume is uneven (varied) | * **Showed interest throughout the interview** * **Speaking clearly** * Minimal mistakes in sentence structure and grammar * Knowledge and facts are included/shared * Volume is appropriate | * **Very attentive** * Speaking clearly * Appropriate use of sentence structure and grammar * Commitment & enthusiasm for job is conveyed * Volume conveys business tone |  |
| **Body Language** | * **Fidgeted – ex. constant movement of hands and feet** * Lack of eye contact * Slouching all the time | * **Fidgeted – ex. movement of hands and feet freqently** * Eye contact is made intermittently * Occasionally slouching | * **Minimal fidgeting (ex. occasionally shifting)** * Occasional loss of eye contact * Brief slouching, but quickly correcting self | * **No fidgeting** * Eye contact made * Sitting straight in chair |  |
| **Responding to Questions** | * **Inappropriate answers to questions** * Did not attempt to answer questions | * **Gives inaccurate answers** * Attempts to answer questions | * **Answers are acceptable and accurate** * Answers questions | * **Thorough answers to questions** |  |
| **Asking Questions** | * 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. (Evidence is shown that the applicant had researched the business or career field)** * Asked questions related to the business or career field |  |
| **Total** |  |  |  |  |  |