## 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
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| **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** |  |  |  |  |  |