

Interview Rubrics

Class: _____

Student _____

Teacher _____

Time _____

Criteria	1	2	3	4	Score
Appearance	<ul style="list-style-type: none"> ▪ Overall appearance is untidy ▪ Choice in clothing is inappropriate for any job interview (torn unclean, wrinkled) ▪ Poor grooming 	<ul style="list-style-type: none"> ▪ Appearance is somewhat untidy ▪ Choice in clothing is inappropriate (shirt untucked) ▪ Grooming attempt is evident ▪ T-shirt and jeans 	<ul style="list-style-type: none"> ▪ 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) ▪ Nice Shirt, but jeans 	<ul style="list-style-type: none"> ▪ Choice in clothing is appropriate for any job interview ▪ Very well groomed (hair, make-up, clothes pressed, etc.) ▪ Overall appearance is business like ▪ Khaki and Polo Shirt 	
Greeting	<ul style="list-style-type: none"> ▪ Unacceptable behavior and language ▪ Unfriendly and not courteous 	<ul style="list-style-type: none"> ▪ Used typical behavior and language – did modify behavior to fit the interview ▪ Attempts to be courteous to all in interview setting 	<ul style="list-style-type: none"> ▪ Acceptable behavior, well mannered, ▪ Lacks professionalism ▪ Courteous to all involved in interview 	<ul style="list-style-type: none"> ▪ Professional behavior and language (handshake, “hello”, “thank you”, eye contact, etc.) ▪ Friendly and courteous to all involved in interview 	
Communication	<ul style="list-style-type: none"> ▪ Presentation shows lack of interest ▪ Speaking is unclear – very difficult to understand message of what is being said (ex. mumbling) ▪ Volume is inappropriate for interview (ex. Spoke too loudly, too softly) 	<ul style="list-style-type: none"> ▪ Showed some interest ▪ Speaking is unclear– lapses in sentence structure and grammar ▪ Knowledge of job is minimal <p>Volume is uneven (varied)</p>	<ul style="list-style-type: none"> ▪ Showed interest throughout the interview ▪ Speaking clearly ▪ Minimal mistakes in sentence structure and grammar ▪ Knowledge and facts are included/shared ▪ Volume is appropriate 	<ul style="list-style-type: none"> ▪ Very attentive ▪ Speaking clearly ▪ Appropriate use of sentence structure and grammar ▪ Commitment & enthusiasm for job is conveyed 	
Body Language	<ul style="list-style-type: none"> ▪ Fidgeted – ex. constant movement of hands and feet ▪ Lack of eye contact ▪ Slouching all the time 	<ul style="list-style-type: none"> ▪ Fidgeted – ex. movement of hands and feet frequently ▪ Eye contact is made intermittently ▪ Occasionally slouching 	<ul style="list-style-type: none"> ▪ Minimal fidgeting (ex. occasionally shifting) ▪ Occasional loss of eye contact ▪ Brief slouching, but quickly correcting self 	<ul style="list-style-type: none"> ▪ No fidgeting ▪ Eye contact made ▪ Sitting straight in chair 	
Responding to Questions	<ul style="list-style-type: none"> ▪ Inappropriate answers to questions ▪ Did not attempt to answer questions 	<ul style="list-style-type: none"> ▪ Gives inaccurate answers ▪ Always one word answers (Yes, No, Maybe) ▪ Attempts to answer questions 	<ul style="list-style-type: none"> ▪ Answers are acceptable and accurate ▪ Answers questions 	<ul style="list-style-type: none"> ▪ Thorough answers to questions 	
Asking Questions	<ul style="list-style-type: none"> ▪ No questions asked 	<ul style="list-style-type: none"> ▪ Student asked questions that were not related to the job 		<ul style="list-style-type: none"> ▪ Asked questions related to the business or career field 	
Job Application and	<ul style="list-style-type: none"> ▪ Application is very sloppy and time was not taken to fill it out correctly. 	<ul style="list-style-type: none"> ▪ Job Application sloppy and not legible 	<ul style="list-style-type: none"> ▪ Job application is slightly sloppy, but would still get looked at. 	<ul style="list-style-type: none"> ▪ Job application is neatly filled out and accurate. 	
Background Information	<ul style="list-style-type: none"> ▪ Student did not supply any information that would help with job placement. 	<ul style="list-style-type: none"> ▪ Student supplied basic information, but details are unclear so they must be clarified. ▪ Interview is unsure of what the interviewee’s skills and passion is. 	<ul style="list-style-type: none"> ▪ Student did a good job supplying personal and job information. ▪ The interviewer knows what the students interests are can at least get started in the right area. 	<ul style="list-style-type: none"> ▪ Student supplied a large amount of background information for the interview. The interview direction can clearly be projected. 	
Total					