***Job Interview Rubric***

* *Each Interview Evaluator will need a score sheet*

Student Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_

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| --- | --- | --- | --- | --- | --- |
| **Criteria** | **1-2** | **3-4** | **5-6** | **7-8** | **Score** |
| **Appearance**  **(\*\* This should relate to the core concentration area and may be industry specific)** | 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 un-tucked, 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 (i.e. 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 somewhat lacking  Courteous to all involved in interview | Professional behavior and language (handshake, “hello”,” thank you “, etc.)  Friendly and courteous to all involved in interview |  |
| **Communication** | Speaking is unclear – very difficult to understand message of what is being said (i.e. mumbling)  Volume is inappropriate for interview (i.e. spoke too loudly, too softly) | Speaking is unclear – lapses in sentence structure and grammar  Volume is uneven (varied) | Speaking is clear with minimal mistakes in sentence structure and grammar  Volume is appropriate | Speaks clearly and distinctly with no lapse in sentence structure and grammar usage; speaks concisely with correct pronunciation  Volume conveys business tone |  |
| **Body Language** | Fidgeted – (i.e., constant movement of hands and feet); none or very poor use of physical gestures, facial expressions and body movements detracted from the interview process | Fidgeted –(i.e., movement of hands and feet frequently);  minimal use of physical gestures, facial expressions and body movements in a manner which enhanced the interview process | Minimal fidgeting (i.e., occasionally shifting); average use of physical gestures, facial expressions and body movements in a manner which enhanced the interview process | No fidgeting; consistently used physical gestures, facial expressions and body movements in a manner which enhanced the interview process |  |
| **Posture and Eye Contact** | Does not look at persons involved in the interview process; keeps head down; minimal eye contact; does not have good posture; slouching | Sits up straight; average posture; establishes eye contact with interviewers during the interview 70 -80% of the time | Sits up straight, good posture; establishes eye contact with interviewers during the interview 80 -90% of the time | Sits up straight, excellent posture; looks relaxed and confident; establishes eye contact with interviewers during the interview 90-100% of the time |  |
| **Politeness** | Several times, the student interrupted or hurried the person doing the interviewing; forgot to thank person(s) | Student interrupted or hurried the interviewer 3-5 times during the course of the interview, thanked the person after the interview | Student interrupted or hurried the interviewer 1-2 times during the course of the interview, thanked the person after the interview | Student never interrupted or hurried the interviewer and thanked them after the interview |  |
| **General Attitude** | Lack of interest and enthusiasm about the interview; passive and indifferent | Somewhat interested in the interview; shows little enthusiasm | Shows basic interest in the interview; shows some enthusiasm | Appropriately interested and enthusiastic about the interview process |  |
| **Responses to Questions** | Answers with “yes’ or “no” and fails to elaborate or explain; talks negatively about past employers | Gives well-constructed responses, but sounds rehearsed or unsure | Gives well-constructed responses, does not sound rehearsed, student somewhat hesitant or unsure | Gives well-constructed, confident responses that are genuine |  |
| **Candidate Integrity** | Responses are inconsistent or contradictory. No concrete or specific examples used  Candidate provided no verifiable information for claims, and/or claims may be exaggerated or even appear manufactured | Responses are somewhat inconsistent or contradictory  Concrete and specific examples occasionally used  Candidate provides some verifiable information for claims | Responses are generally consistent  Concrete and specific examples often used  Candidate provides verifiable information for most claims | Responses are all consistent  Concrete and specific examples are used  Candidate provides verifiable information for all claims |  |
| **Overall Demonstration of Interview Skills** | Demonstration of poor interview skills with little confidence displayed | Demonstrated limited proficiency; limited demonstration of competent interview skills in a generally confident manner | Demonstrated average proficiency; average demonstration of competent interview skills in a generally confident manner | Highly proficient; appropriately utilized interview skills in an enthusiastic, motivating and engaging manner |  |
| Total out of 80 points possible (10 topics x 8 max possible)   * ½ point scoring is appropriate for this section (i.e. 7.5, 6.5. 3.5, etc.) | | | | | **Total** |