

Interview Rubrics

Class: _____

Student _____

Teacher _____

Time _____

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) - Grooming attempt is evident - T-shirt and jeans	- 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	- 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	- 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, - Lacks professionalism - 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) - 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	
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 frequently - 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 - Always one word answers (Yes, No, Maybe) - 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 related to the business or career field	
Job Application and	Application is very sloppy and time was not taken to fill it out correctly.	Job Application sloppy and not legible	Job application is slightly sloppy, but would still get looked at.	Job application is neatly filled out and accurate.	
Background Information	Student did not supply any information that would help with job placement.	- 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.	- 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.	Student supplied a large amount of background information for the interview. The interview direction can clearly be projected.	
Total					