

Interview Rubric

Participant _____

Interviewer _____

Date _____

Skill	Below Average Interview	Average Interview	Excellent Interview
First Impressions	Does not show up on time. Is not enthusiastic or engaging with a handshake and smile. Dress is below what is expected for the position or revealing or poor fitting. Too much make-up, scent or jewelry.	Shows up on time. Is enthusiastic with a somewhat firm handshake. Smiles occasionally. Dress is similar to what employees in the position would wear, fits well, non-revealing. Make-up, jewelry and scent are not overpowering.	Shows up early. Enthusiastic and engaged with a firm handshake and smiling. Dressed in appropriate or business attire, fits well, non-revealing. Light make-up, no scent, subtle jewelry.
Verbal communication	Does not speak clearly and articulately. Answers do not reflect understanding of the question. Does not demonstrate confidence in their knowledge and skills in response to interview questions. Tone does not reflect enthusiasm. Uses inappropriate grammar and language. Rate of speech is too slow or too fast, too loud or quiet, nervous or shaky. Uses many filler words such as um, like, you know.	Speaks clearly and articulately most of the time. Answers reflect understanding of the questions with general responses. Demonstrates some confidence in their knowledge & skills in response to questions. Tone reflects some enthusiasm. Uses mostly appropriate grammar & language. Rate of speech is a bit fast or slow or quiet or loud. Uses some filler words such as um, like, you know.	Speaks clearly & articulately integrating professional language. Answers reflect clear understanding of the questions with specific examples. Demonstrates confidence in their knowledge and skills in response to questions. Tone reflects enthusiasm. Appropriate grammar & language. Good rate of speech and volume. Does not use filler words such as um, like, you know.
Non-verbal communication	Body language indicates extreme nervousness through distracting gestures or disinterest by slouching. No eye contact.	Body language shows some interest by sitting in a somewhat upright manner with mostly natural gestures. Maintains eye contact most of the time.	Shows interest, sitting in an upright, natural, manner appearing at ease with gestures. Sustained, natural and appropriate eye contact.
Preparation & closing	Does not have copies of resume. Does not have hard copy of typed reference list. Lacks knowledge of the company. Answers do not reflect transferable skills and experience and / or without thought or made up. Does not ask questions or questions are not appropriate. Does not indicate interest. Did not ask about next step. Said goodbye without a handshake. No follow-up.	Has extra copies of resume. Brings in reference list that is not complete or only electronic. Has some general knowledge of the company. Answers reflect some examples of transferable skills and experience. Asks questions that are mostly appropriate. Indicates some interest. Did not ask about next steps. Says goodbye and shakes hands somewhat firmly. Follows up with a letter or email days or a week after.	Has extra copies of resume. Has hard copy of typed and complete reference list. Shows a solid understanding of the company and position gained through research. Answers reflect specific examples of transferable skills and experience. Asks appropriate questions. Indicates interest and availability asking about next steps. Thanks interviewer and firmly shakes hands. Follows up with a thank you letter or email right away.

Comments: