Job Interview Rubric

- *Each Interview Evaluator will need a score sheet*

Student Name: _____ Date: _____

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 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**