

Criteria	Score	4	3	2	1
Introduction		Greetings is present. Use of eye contact is appropriate. Handshake is offered.	Greetings is present. Use of eye contact is appropriate. Handshake is offered.	Greetings is present. Begins with little or no eye contact. No handshake.	Greeting absent. Begins with little or no eye contact. No handshake.
Presenting Strengths & 'Me in 30 Seconds'		Strengths and 'Me in 30 Seconds' fully explained and utilized.	Strengths & 'Me in 30 Seconds' were adequately utilized.	Strengths & 'Me in 30 Seconds' Used Minimally	Strengths & 'Me in 30 Seconds' is not used in the interview.
Answers to Questions		Fully answered the questions with a high level of engagement.	Answered the questions but lacked enthusiasm.	Partially answered the questions. Too brief.	Did not answer the questions.
Appearance*		Appropriate manners and appropriate body language is used (i.e., straight shoulders, attentive and leaning forward, relaxed arms).	Appropriate manners are used, little inappropriate body language.	Some inappropriate body language.	Inappropriate body language (i.e., slouching, leaning away, crossed arms).
Voice		Good volume, grammar, and vocabulary used. Spoken with a determined confidence.	Good volume, grammar, and vocabulary used.	Speech is too soft or mumbles. Poor grammar is used. Some use of ums, uhs, and other filler words.	Inappropriate vocabulary and grammar is used. Overuse of ums, uhs, and other filler words.
Poise		Good posture is used. Eye contact is maintained. No nervous habits are exhibited.	One of the following: Posture, eye contact, or uneasy behaviors was inappropriately demonstrated.	Two of the following: Posture, eye contact, or uneasy behaviors were inappropriately demonstrated.	Posture, eye contact, and uneasy behaviors were inappropriately demonstrated.
Preparation**		It is obvious that all of the responses were thoughtful.	It is obvious that most responses were thoughtful.	It is obvious that some of the responses were thoughtful.	None of the responses were thoughtful.
Comments					

*Please note that 'appearance' usually includes the professional clothing expected by the company.

**Preparation traditionally includes researching and understanding the scope of the company, job, and expectations of the company.

Assignment Score: _____