

Criteria	1	2	3	4	Score
Appearance	Overall appearance is untidy. Poor grooming.	Appearance is somewhat untidy. Grooming attempt is evident	Overall neat appearance Choice in clothing is acceptable for the type of interview, Well groomed.	Overall appearance is very neat. Very well groomed (hair, make-up, clothes. 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)	Speaking is unclear – lapses in sentence structure and grammar	Speaking is clear with minimal mistakes in sentence structure and grammar.	Speaks clearly and distinctly with no lapse in sentence structure and grammar usage; speaks concisely with correct pronunciation	
Body Language	None or very poor use of physical gestures, facial expressions and body movements	Minimal use of physical gestures, facial expressions and body movements in a manner which enhanced the interview process.	Average use of physical gestures, facial expressions and body movements in a manner which enhanced the interview process	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	
Responses to Questions	Answers with “yes” or “no” and fails to elaborate or explain.	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	