Becoming a successful Interviewer

Interview rubric

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| Criteria | 0-1 | 2-3 | 4-5 |
| Greetings | The interviewer does not greet or address the interviewee naturally or politely enough | The interviewer greets the interviewee politely enough. | The interviewer greets and addresses the interviewee naturally, politely in a very effective way. |
| Introduction | The interviewer does not introduce the purpose of the interview | The interviewer briefly introduces the purpose of the interview and does not provide the interviewee with all the necessary information regarding the line of questioning | The interviewer fully introduces the purpose of the interview and provides the interviewee with all the necessary information before conducting the line of questioning |
| Interviewer’s attitude | The interviewer scarcely looks at the camera and at the interviewee; he/she does not speak soundly and/or is not understood. He/she uses lots of fillers or wildcard words | The interviewer sometimes looks at the camera and at the interviewee; he/she speaks soundly enough but sometimes he/she is not easy to understand and he/she uses fillers and wildcard words | All along the interview, the interviewer looks at camera and the interviewee; he/she speaks soundly, with good pronunciation and without fillers or wildcard words |
| Question Quality | Questions are often yes/no or only draw brief response with little follow-up or prodding for fuller answers | Questions drew out adequate answers with some follow-up and connection between them | Questions drew out full, interesting, relevant and moving answers from the subject, incomplete answers have follow-up questions |
| Overall preparation | The interviewer did not seem to have prepared the relevant questions for the interview and went back and forth from one point to the other haphazardly. He/she had a rather casual behavior towards the conduction of the interview | The interviewer seemed to have prepared beforehand but had shortcomings while organizing the line of questioning.  The interview was somewhat conducted professionally | The interviewer had prepared perfectly beforehand with a proper and relevant line of questioning and had a 100% professional attitude towards the conduction of the interview. |

**Total Marks: 25**