

Category _____
Teacher _____

Interview Rubrics
Student _____
School _____

Criteria	1	2	3	4	Score
Appearance	<ul style="list-style-type: none"> Overall appearance is untidy Choice in clothing is inappropriate for any job interview (torn unclean, wrinkled) Poor grooming 	<ul style="list-style-type: none"> Appearance is somewhat untidy Choice in clothing is inappropriate (shirt untucked, tee-shirt, too much jewelry, etc.) Grooming attempt is evident 	<ul style="list-style-type: none"> Overall neat appearance Choice in clothing is acceptable for the type of interview Well groomed (ex. Shirt tucked in, jewelry blends with clothing, minimal wrinkles) 	<ul style="list-style-type: none"> 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	<ul style="list-style-type: none"> Unacceptable behavior and language Unfriendly and not courteous 	<ul style="list-style-type: none"> Used typical behavior and language – did modify behavior to fit the interview Attempts to be courteous to all in interview setting 	<ul style="list-style-type: none"> Acceptable behavior, well mannered, professionalism lacking Courteous to all involved in interview 	<ul style="list-style-type: none"> Professional behavior and language (handshake, “hello”, “thank you”, eye contact, etc.) Friendly and courteous to all involved in interview 	
Communication	<ul style="list-style-type: none"> Presentation shows lack of interest Speaking is unclear – very difficult to understand message of what is being said (ex. mumbling) Facts about job not included Volume is inappropriate for interview (ex. Spoke too loudly, too softly) 	<ul style="list-style-type: none"> Showed some interest Speaking is unclear – lapses in sentence structure and grammar Knowledge of job is minimal <p>Volume is uneven (varied)</p>	<ul style="list-style-type: none"> Showed interest throughout the interview Speaking clearly Minimal mistakes in sentence structure and grammar Knowledge and facts are included/shared Volume is appropriate 	<ul style="list-style-type: none"> Very attentive Speaking clearly Appropriate use of sentence structure and grammar Commitment & enthusiasm for job is conveyed Volume conveys business tone 	
Body Language	<ul style="list-style-type: none"> Fidgeted – ex. constant movement of hands and feet Lack of eye contact Slouching all the time 	<ul style="list-style-type: none"> Fidgeted – ex. movement of hands and feet frequently Eye contact is made intermittently Occasionally slouching 	<ul style="list-style-type: none"> Minimal fidgeting (ex. occasionally shifting) Occasional loss of eye contact Brief slouching, but quickly correcting self 	<ul style="list-style-type: none"> No fidgeting Eye contact made Sitting straight in chair 	
Responding to Questions	<ul style="list-style-type: none"> Inappropriate answers to questions Did not attempt to answer questions 	<ul style="list-style-type: none"> Gives inaccurate answers Attempts to answer questions 	<ul style="list-style-type: none"> Answers are acceptable and accurate Answers questions 	<ul style="list-style-type: none"> Thorough answers to questions 	
Asking Questions	<ul style="list-style-type: none"> No questions asked 	<ul style="list-style-type: none"> Student asked questions that were not related to the job 	<ul style="list-style-type: none"> Asked questions relating to the desired position 	<ul style="list-style-type: none"> Asked questions relating to the desired position. (Evidence is shown that the applicant had researched the business or career field) Asked questions related to the business or career field 	
Total					