

Mock Interview Rubric

Interviewee: _____ Interviewer: _____

Score: 1= far below standard 2=below standard 3=meets standard 4= above standard 5 = far exceeds standard

CATEGORY	SCORE	COMMENTS
I. RESUME <ul style="list-style-type: none"> Is resume professional and neat? Is resume free of errors? Does resume “sell” examples of transferable skills? 	1 2 3 4 5	
II. APPEARANCE AND POISE: <ul style="list-style-type: none"> Is interviewee punctual? Is interviewee dressed professionally and appropriately? Does the interviewee appear confident and poised? Does interviewee maintain good posture? Does interviewee make eye-contact with the interviewers? Does the interviewee give an appropriate handshake? 	1 2 3 4 5	
III. SKILL PRESENTATION: <ul style="list-style-type: none"> Does interviewee answer content of each question clearly? Does interviewee “sell” their skills? Does interviewee appear prepared and knowledgeable about the position they are applying for? Does interviewee reference items on their resume? Does interviewee appear to give straightforward, honest responses? Does interviewee come across as someone who can work well with others? 	1 2 3 4 5	
IV. DELIVERY AND LANGUAGE <ul style="list-style-type: none"> Does interviewee use proper language and enunciate their responses? Is the interviewee professional, and mature throughout the interview? Does the interviewee answer questions with appropriate wait time? Does interviewee avoid distracting mannerisms and phrases? (“ums”, tapping, hair twirling, etc.) 	1 2 3 4 5	

Total Score out of 20 pts. possible: _____ (see following page for chart of score ranges)

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How You Did:	Total Score Range
<p>YOU'RE HIRED!!!</p> <ul style="list-style-type: none"> - stellar resume - great poise, professional dress, great eye-contact - very confident - detailed and specific answers to questions - sells skills and references previous experience - appears to have many leadership qualities - appears very honest and easy to work with - interviewee is professional when responding - very clear and concise manner of speaking - above-average maturity 	18pts. – 20pts.
<p>WE'RE CONSIDERING YOU...</p> <ul style="list-style-type: none"> - thorough resume - decent poise, professional dress, good eye-contact - somewhat confident - specific answers to questions - sells some skills - appears to have some leadership potential - appears honest and non-conflict prone - interviewee is usually professional when responding - clear manner of speaking - noticeable maturity 	15 pts. – 17 pts.
<p>WE MIGHT HAVE HIRED YOU, BUT ...</p> <ul style="list-style-type: none"> - resume is organized, but shows little experience - not enough poise, semi-professional dress, some eye-contact - confidence is not convincing - specific answers to some questions, others too general - comes off as a little too inexperienced - appears to be a hard-worker, but not necessarily a leader - appears to have some communication problems - interviewee attempts to be professional when responding - manner of speaking is comprehensible, but sometimes a bit unclear - some maturity evident 	14 pts. – 12 pts.
<p>DON'T CALL US, WE'LL CALL YOU...</p> <ul style="list-style-type: none"> - resume feels incomplete or has many errors - no poise, dress too casual or inappropriate, poor eye-contact - lack of confidence - answers to questions are not convincing, relevant, or sufficient - inexperience is obvious - does not appear to possess leadership skills - does not come across as a dependable employee - interviewee is <u>not</u> professional when responding - manner of speaking is unclear, jumbled or poorly worded - interviewee needs more experience and maturity 	11 pts. and below