

Name _____

Date _____

Interview Rubric

	<i>Exemplary – 3</i>	<i>Satisfactory – 2</i>	<i>Unsatisfactory – 1</i>	<i>Rating</i>	<i>Weight</i>	<i>Score</i>
Greeting:	The student greeted the interviewer by name (or immediately introduced him/her self) with a smile looking the interviewer in the eyes and firm handshake before sitting down.	The student did not do one of the following; greet the interviewer by name, smile, make eye contact or have a firm handshake before sitting down.	The student did not do two or more of the following: greet the interviewer by name, smile, make eye contact, have a firm handshake, or sit down immediately.		3	
Professional Appearance:	The student is professionally dressed for their intended field, hair is neat, shoes are polished, and not wearing excessive jewelry, makeup or perfume.	The student looks professional but his/her hair is not neat, shoes polished or excessive make-up and jewelry were worn.	The student does not portray a professional image.		3	
Communication Skills	The student used proper grammar, was articulate, and did not ramble, or say Umm....	The student used proper grammar, was articulate, and did not ramble 85-95% of the time.	The student used proper grammar, was articulate, and did not ramble 85% of the time or less.		3	

Interview Questions	The student demonstrated listening skills, focused on positive attributes, and answered questions clearly using examples.	The student demonstrated listening skills, focused on positive attributes and answered questions clearly 95-85% of the time.	The student demonstrated listening skills, focused on positive attributes, and answered questions clearly 85% of the time or less.		3	
Knowledge of Job	The student is prepared, demonstrating knowledge of the job and has several in depth and factual questions to the interviewer.	The student indicates that some research has been done but does not have any in depth or factual questions to ask the interviewer.	The student has not researched the industry.		3	
Non-Verbal Communication	The student maintained good eye contact, sat up straight, used a good voice tone, and did not fidget.	The student demonstrated good nonverbal communication skills 95-85% of the time.	The student did not demonstrate good nonverbal communication skills 85% of the time or more.		3	
Total Points Earned out of 54:			Percentage:			