

Interview Rubric

Name: _____

Period: _____

Job category: _____

CATEGORY	Best (5)	Better (3)	Needs work (1)
Appearance	Student is well groomed and neutral; jewelry and makeup are minimal, clothes are professional in nature, and are clean and pressed. Does not chew gum or have distracting habits	Student is mostly well groomed, but is missing 1-2 elements of professional dress and appearance. Is not chewing gum; does not have distracting habits, or excessive jewelry or makeup.	Student did not take the time to be groomed suitable for a job interview. May be dirty, ill-fitting; excessive jewelry or makeup.
Communication	Greeted interviewer, stated name. Excellent eye contact, polite. Appeared very confident. Spoke clearly throughout the whole interview. Asked for a job.	Greeted interviewer; good eye contact about 75% of the time. Appeared a little nervous and spoke too quietly or quickly. <i>Almost</i> asked for a job.	Appeared bored, disinterested, nervous; was not prepared. Student occasionally spoke clearly. Avoided asking for a job.
Interview skills	Highly proficient; appropriately used skills in an enthusiastic, motivating, and engaging manner. Very self-confident.	Somewhat proficient; generally competent and confident. Lacks some self-confidence.	Demonstrated poor interview skills with little confidence or competence. Displayed no self-confidence.
Questioning	Questions and answers were articulated clearly and thoroughly; were concise and relevant to the profession	Questions and answers were somewhat articulated, though 1-2 questions were somewhat vague.	Questions and answers were mainly irrelevant to the profession; were long-winded or not clearly expressed.
Politeness	Student never interrupted or hurried the interviewer and thanked them for their time.	Student interrupted or hurried the interviewer a few times during the interview; thanked the person after the interview.	Several times, the student interrupted or hurried the interviewer; neglected to thank the panel.
Would you hire this person?	Yes! Here's why:	Perhaps. Here are a few suggestions.	Probably not. Here are a few suggestions: