

Interview Rubric

	1-Needs Improvement	3- Average	5-Effective	Comments
First Impressions Greetings, Attire, and Professionalism	Attire was unprofessional for an interview Arrived late to the interview Did not greet or shake hands Didn't come across as friendly Didn't bring resume or other documents	Attire was ok, but not professional Arrived on time Greeted and shook hands but not in professional manner Some improvement can be made with smiling Brought some Documents	Attire was professional Arrived 15 min early Greeted and shook hands in a professional manner Had a friendly demeanor Came prepared with all documents	
Interview Content Qualifications and Skills	Demonstrated lack of knowledge about position/organization Did not answer questions using examples that matched position requirements Answers lacked detail	Demonstrated some knowledge of position/organization Answered questions using ok examples that matched Some Answers provided enough detail	Demonstrated excellent knowledge about position/organization Answered questions using good examples that matched All Answers provided enough detail	
Communication Delivery Interviewing skills and techniques	Eye contact was not adequate Spoke too quickly or slowly Non - verbal body language was distracting Poor Posture Used filler words	Eye contact was adequate but inconsistent Non - verbal body language was enhancing Filler words used moderately	Eye Contact was excellent Non Verbal body language enhanced the interview Filler words were used minimally	
Final Impressions Wrap up and interest level	Could not tell if interested in position Did not ask questions Did not thank interviewers or shake hands	Showed marginal interest in position Asked generic mediocre questions Thanked interviewers but did not shake hands	Expressed genuine interest in position Asked thoughtful questions Thanked interviewers and shook hands	