

# Interview Rubric

Name \_\_\_\_\_

|                                | <b>4</b>  | <b>3</b>   | <b>2</b>   | <b>1</b>  | <b>Score</b> |
|--------------------------------|---|--|--|---|--------------|
| <b>Appearance</b>              | Overall excellent professional appearance                       | Overall good professional appearance                             | Overall appearance is somewhat unprofessional                | Overall appearance is untidy; wrinkled clothing |              |
|                                | Clothing choice is appropriate                                  | Clothing choice is acceptable                                    | Clothing choice is somewhat inappropriate                    | Clothing choice is very inappropriate           |              |
|                                | Very well groomed   | Well groomed   | Small attempt at grooming                                    | Poor grooming                                   |              |
| <b>Greeting</b>                | Great eye contact   | Good eye contact   | Poor eye contact   | No eye contact                                  |              |
|                                | Appropriate handshake   | Strong or weak handshake   | Very strong/weak handshake                                   | No handshake                                    |              |
|                                | Very friendly and courteous                                     | Mostly friendly and courteous                                    | Lacking in courtesy and friendliness                         | Unfriendly and rude                             |              |
| <b>Communication Skills</b>    | Very attentive  | Mostly attentive   | Somewhat attentive   | Zero attention                                  |              |
|                                | Excellent diction and clear speaking voice                      | Overall good diction and clear speaking voice                    | Somewhat clear speaking voice                                | Speaking is unclear, mumbling                   |              |
|                                | Volume is appropriate & conveys business tone                   | Volume is mostly appropriate                                     | Volume is very uneven  | Volume is inappropriate (too loud/soft)         |              |
|                                | Excellent sentence structure and grammar                        | Some mistakes in sentence structure and grammar                  | Lapses in sentence structure and grammar                     | Little to no sentence structure or grammar      |              |
|                                | Vocabulary and language are appropriate                         | Some slang, but overall good vocabulary                          | Some slang and overall weak vocabulary                       | Too much slang and poor vocabulary choices      |              |
|                                | Strong enthusiasm and interest in the position                  | Good enthusiasm and interest in the position                     | Little enthusiasm and interest in the position               | No enthusiasm or interest in the position       |              |
| <b>Body Language</b>           | No fidgeting or nervous behaviors                               | Minimal fidgeting or nervous behaviors                           | Fidgeting or nervous behaviors are distracting               | Excessive fidgeting or nervous behaviors        |              |
|                                | Consistent eye contact  | Occasional loss of eye contact                                   | Eye contact is made intermittently                           | Zero to no eye contact                          |              |
|                                | Excellent posture and positive body language                    | Good posture and positive body language                          | Poor posture and/or poor body language                       | Very poor posture and/or negative body language |              |
| <b>Responding to Questions</b> | Thoughtfully listens to questions                               | Briefly listens to questions                                     | Barely listens to questions                                  | Did not listen to questions                     |              |
|                                | Answers are thorough, yet brief and to the point                | Answers are a little long or a little short                      | Answers are too long or too short                            | Did not attempt to answer questions.            |              |
|                                | Candidate has excellent knowledge of the company                | Candidate knows a little about the company                       | Candidate knows very little about the company                | Candidate knows nothing about the company       |              |
|                                | Answers are appropriate and just what the interviewer asked for | Answers are acceptable and mostly what the interviewer asked for | Answers are inaccurate and do not answer the questions asked | Inappropriate answers to questions              |              |
| <b>Asking Questions</b>        | Asked several questions related to the position                 | Asked some questions related to the position                     | Asked one question related to the position                   | No questions asked                              |              |
| <b>Total</b>                   |   |  |  |   |              |