

Interviewing Rubric

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Grooming & Attire	Grooming inadequate; no professional attire at all	Room for improvement on grooming; attire not professional enough	Properly groomed and professionally attired	Properly groomed and professionally attired, including prof. shoes
Poised	<ol style="list-style-type: none"> Does not initiate handshake at all Does not initiate any greeting or goodbye. Improve posture Improve eye contact Displays many nervous habits Does not smile 	<ol style="list-style-type: none"> Does not initiate handshake at beginning AND end, along with initiating greeting and goodbye. Improve posture Improve eye contact Displays nervous habits Smiles at appropriate times 	<ol style="list-style-type: none"> Initiates handshake at beginning and end, along with initiating a greeting and goodbye. Uses good posture Uses eye contact No nervous habits Usually smiles at appropriate times 	<ol style="list-style-type: none"> Initiates handshake at beginning and end, along with initiating a greeting and goodbye. Uses good posture Uses eye contact No nervous habits Shows energy and passion Always smiles at appropriate times
Demonstration of Personal History	<p>Shares:</p> <ol style="list-style-type: none"> Lists traits or some history, but does not give enough information or gives unrelated information 	<p>Shares:</p> <ol style="list-style-type: none"> Uses introductory phrase Attempts to tell success story, but information is missing Does not directly tie own skills to the job description 	<p>Shares:</p> <ol style="list-style-type: none"> Uses introductory phrase Uses success story w/ STAR method (Situation, Task, Action, Result) Relates own work skills to job description Uses closing statement tying own skills to job 	<p>Shares:</p> <ol style="list-style-type: none"> Uses introductory phrase Uses success story w/ STAR method (Situation, Task, Action, Result) Relates own work skills to job description Closing statement tying how own skills will benefit the company
Strengths Question	Lists one strength but no examples	<ol style="list-style-type: none"> Two strengths with at least one example No closing statement or statement that does not tie your strengths to the job 	<ol style="list-style-type: none"> Two or three strengths with examples Closing statement tying strengths to job 	<ol style="list-style-type: none"> Strengths with examples Closing sentence tying your strengths to the job and how they will benefit the company
Weakness Question	No answer or a weakness that isn't work related	<ol style="list-style-type: none"> State a work related weakness States strategy for overcoming No closing statement 	<ol style="list-style-type: none"> State a work related weakness you've overcome Discuss strategy used to overcome weakness Closing statement 	<ol style="list-style-type: none"> State a work related weakness Discuss strategy used to overcome weakness Closing statement how your strategy can benefit the company
Answers to Common Questions	<p>Does not answer the question asked or answers in vague terms</p> <p>Does not use examples</p>	<p>Attempts to answer the question asked, but:</p> <ol style="list-style-type: none"> As appropriate, uses success stories or examples to describe action took and positive result May attempt to use some sort of closing statement, but doesn't tie skills to the job 	<p>Answers the question asked</p> <ol style="list-style-type: none"> Always uses success stories or examples describing action took and positive result Uses closing statement tying skills to the job 	<p>Answers the question asked</p> <ol style="list-style-type: none"> Always uses success story or example describing action took and positive result Uses closing statement saying how you could benefit the company

Asks Common Questions	Has 1 question for the employer	Asks 2 questions, but not necessarily the most appropriate question(s) or worded in the best way	Has 2 or 3 appropriate questions that are tied to: 1. Connect 2. Culture 3. Close	Has 2 or 3 appropriate questions that are tied to: 1. Connect 2. Culture 3. Close AND, within those questions, 1 or 2 are appropriate questions or comments that are tied to: The company's core values/mission
Voice	Speaks too softly to hear or too loudly. Voice tone is robotic. Talks too fast or too slow.	Voice volume is sometimes difficult to hear and tone sounds somewhat robotic. May speak a bit too fast or too slow.	Voice volume and tone are easily understood. Tone is conversational and professional. You show some enthusiasm. Your rate of speech is normal.	Voice volume, tone, and pace are conversational, professional, and enthusiastic . Your passion and enthusiasm make others want to be around you. We can "hear" you smile!
Paperwork	Has resume OR references, but not both	Has both resume & references, but no portfolio	Resume & References in a portfolio	Resume and References, along with a portfolio, questions written down to ask, and a pen to write notes if needed