Mock Interview Rubric

Interviewee:_____ Interviewer:_____

Score: 1= far below standard 2=below standard 3=meets standard 4= above standard 5 = far exceeds standard

CATEGORY	SCORE	COMMENTS
I. RESUME • Is resume professional and neat? • Is resume free of errors? • Does resume "sell" examples of transferable skills?	1 2 3 4 5	
II. APPEARANCE AND POISE: • Is interviewee punctual? • Is interviewee dressed professionally and appropriately? • Does the interviewee appear confident and poised? • Does interviewee maintain good posture? • Does interviewee make eye-contact with the interviewers? • Does the interviewee give an appropriate handshake?	1 2 3 4 5	
III. SKILL PRESENTATION: • Does interviewee answer content of each question clearly? • Does interviewee "sell" their skills? • Does interviewee appear prepared and knowledgeable about the position they are applying for? • Does interviewee reference items on their resume? • Does interviewee appear to give straightforward, honest responses? • Does interviewee come across as someone who can work well with others?	1 2 3 4 5	
IV. DELIVERY AND LANGUAGE • Does interviewee use proper language and enunciate their responses? • Is the interviewee professional, and mature throughout the interview? • Does the interviewee answer questions with appropriate wait time? • Does interviewee avoid distracting mannerisms and phrases? ("ums", tapping, hair twirling, etc.)	1 2 3 4 5	

Total Score out of 20 pts. possible: _____ (see following page for chart of score ranges)

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How You Did:	Total Score Range
YOU'RE HIRED!!! - stellar resume - great poise, professional dress, great eye-contact - very confident - detailed and specific answers to questions - sells skills and references previous experience - appears to have many leadership qualities - appears very honest and easy to work with - interviewee is professional when responding - very clear and concise manner of speaking - above-average maturity	18pts. – 20pts.
WE'RE CONSIDERING YOU… - thorough resume - decent poise, professional dress, good eye-contact - somewhat confident - specific answers to questions - sells some skills - appears to have some leadership potential - appears honest and non-conflict prone - interviewee is usually professional when responding - clear manner of speaking - noticeable maturity	15 pts. – 17 pts.
WE MIGHT HAVE HIRED YOU, BUT … - resume is organized, but shows little experience - not enough poise, semi-professional dress, some eye-contact - confidence is not convincing - specific answers to some questions, others too general - comes off as a little too inexperienced - appears to be a hard-worker, but not necessarily a leader - appears to have some communication problems - interviewee attempts to be professional when responding - manner of speaking is comprehensible, but sometimes a bit unclear - some maturity evident	14 pts. – 12 pts.
DON'T CALL US, WE'LL CALL YOU… - resume feels incomplete or has many errors - no poise, dress too casual or inappropriate, poor eye-contact - lack of confidence - answers to questions are not convincing, relevant, or sufficient - inexperience is obvious - does not appear to possess leadership skills - does not come across as a dependable employee - interviewee is <u>not</u> professional when responding - manner of speaking is unclear, jumbled or poorly worded - interviewee needs more experience and maturity	11 pts. and below