

MOCK INTERVIEW RUBRIC

STUDENT: _____

INTERVIEWER: _____

DATE: _____

		1 - POOR	2 - ACCEPTABLE	3 - GOOD	4 - EXCELLENT	SCORE	COMMENTS
PRE-INTERVIEW	CHECK IN	Let someone approach you and ask them if they could help you	State, " I am here for an interview."	Introduced yourself to the person at check in, explained who you want to interview with OR <u>what company/agency</u>	Introduced yourself to the person at check in, explained who you want to interview with and what <u>company/agency</u>		
	EYE-CONTACT DURING THE INTIAL CONTACT	Appears not interested or resistant to interview	Appears nervous but willing to interview	Kept appropriate eye contact with the receptionist, looked interested	Kept appropriate eye contact with the receptionist, looked interested, confident		
	PHONE	Phone was used to distract or entertain while waiting	Phone was out for extended time when used to complete information.	Phone was used only to complete required information	Phone remained out of site the entire interview and time in the waiting area		
REQUIRED PAPERWORK	APPLICATION	Lacking in two or more areas; complete, easy to ready, <u>gramatically correct,</u>	Complete, easy to read	Complete, easy to read, gamatically correct	Complete, easy to read, grammatically correct, supporting details		
	REFERENCES	Includes Family or Friends	Available on request	1-2 with contact information given	Lists 3+ with varied positions, contact information complete		
	COVER LETTER	Lacking in two or more; complete, easy to ready, <u>gramatically correct,</u> supporting details.	Copied the class example exactly.	Followed format, missing one: local business, used your own words, asked for an interview	Followed format, written to a local business, used their own words, asked for an interview		
	RESUME	Lacking in two or more; complete, easy to read, <u>gramatically correct,</u> supporting details.	Copied the class example exactly.	Missing one; easy to read, grammatically correct, supporting details	Visually pleasing, easy to read, grammatically correct, supporting details		
INTERVIEW	ORGANIZED	Lacking two or more; Cover Letter, Resume, Application, folder	Had all forms; Cover Letter, Resume, Application	Missing one; Cover Letter, Resume, Application, a few questions, folder	Had all forms; Cover Letter, Resume, Application, a few questions, prepared in a folder		
	HANDSHAKE	Weak handshake or no eye contact	Firm handshake OR appropriate look at the interviewer	Firm and confident, looked appropriately at the interviewer	Firm and confident, looked appropriately at the interviewer, excited to interview		
	APPEARANCE	Casual shirt, pants, shoes or wrinkled or dirty clothes	Clean pants, dress shirt and dress shoes	Slacks, skirt, dress shirt, dress shoes, not revealing	Professional Dress; suit, jacket, tie, not revealing		
RESPONSE	APPROPRIATE ANSWERS	Head Nod Yes/No	Difficult to understand or too breif of an answer	Some prompting needed or too long of an answer	Appropriate to the type of question		
	LISTENING TO THE QUESTIONS	Answers do not match the question	Answers the question asked. Asks for multiple questions to be explained	Answers the question asked. Asks for clarification as needed	Restates the question in the answer and gives supporting details		
	EYE-CONTACT DURING THE INTERVIEW	Did not make eye contact, looked at things other than the interviewer, had a stare or looked uninterested	Made appropriate eye contact, appears nervous but willing to interview	Kept appropriate eye contact with the interviewer, looked interested	Kept appropriate eye contact with the interviewer, looked interested, confident		
	CLOSING	Lacking in two or more: Asks several relevant questions. Asks about the next step or how to follow through. Thanks the interviewer	Thanks the interviewer	Missing one: Asks relevant questions. Asks about the next step or how to follow through. Thanks the interviewer	Asks relevant questions. Asks about the next step or how to follow through. Thanks the interviewer		