

Student Name _____ English Teacher Name: _____ English Period: _____

Mock Interview Rubric

Interviewer will circle descriptors that apply to the student and mark a corresponding score on the right. You may choose more than one descriptor or add your own written in the category. Please mark a score and add comments. Please use the back if you need additional room for comments.

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

CATEGORY	SCORE	COMMENTS
1. Cover Letter: - Professional and neat - Free of errors	1 2 3 4 5	
2. Appearance and Poise: - Interviewee dressed professionally and appropriately - Appear confident and poised - Maintains a good posture - Make eye-contact with the interviewer - Appropriate handshake	1 2 3 4 5	
3. Skill Presentation: - Answers content of each question clearly - Appears prepared and knowledgeable - Reference items on their resume - Straightforward, honest responses	1 2 3 4 5	
4. Resume: - Use of proper language - Professional, and mature throughout - Formatting and free of errors	1 2 3 4 5	

Total Score out of 20 points possible: _____ If needed, please put additional comments on the back.

Interviewer Volunteer Number: _____ (This is the number assigned to the volunteer so teachers/students can reference to send thank you letters)