

# 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
<p><b>I. RESUME</b></p> <ul style="list-style-type: none"> <li>• Is resume professional and neat?</li> <li>• Is resume free of errors?</li> <li>• Does resume “sell” examples of transferable skills?</li> </ul>	<p>1    2    3</p> <p>4    5</p>	
<p><b>II. APPEARANCE AND POISE:</b></p> <ul style="list-style-type: none"> <li>• Is interviewee punctual?</li> <li>• Is interviewee dressed professionally and appropriately?</li> <li>• Does the interviewee appear confident and poised?</li> <li>• Does interviewee maintain good posture?</li> <li>• Does interviewee make eye-contact with the interviewers?</li> <li>• Does the interviewee give an appropriate handshake?</li> </ul>	<p>1    2    3</p> <p>4    5</p>	
<p><b>III. SKILL PRESENTATION:</b></p> <ul style="list-style-type: none"> <li>• Does interviewee answer content of each question clearly?</li> <li>• Does interviewee “sell” their skills?</li> <li>• Does interviewee appear prepared and knowledgeable about the position they are applying for?</li> <li>• Does interviewee reference items on their resume?</li> <li>• Does interviewee appear to give straightforward, honest responses?</li> <li>• Does interviewee come across as someone who can work well with others?</li> </ul>	<p>1    2    3</p> <p>4    5</p>	
<p><b>IV. DELIVERY AND LANGUAGE</b></p> <ul style="list-style-type: none"> <li>• Does interviewee use proper language and enunciate their responses?</li> <li>• Is the interviewee professional, and mature throughout the interview?</li> <li>• Does the interviewee answer questions with appropriate wait time?</li> <li>• Does interviewee avoid distracting mannerisms and phrases? (“ums”, tapping, hair twirling, etc.)</li> </ul>	<p>1    2    3</p> <p>4    5</p>	

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