

Mock Interview Rubric

Interviewer Name: _____

Student Name: _____

Please circle or mark a* your assessment of the interviewee.

Greeting	Unacceptable behavior and language Unfriendly and not courteous	Used typical behavior and language – did modify behavior to fit the interview Attempts to be courteous to all in interview setting	Acceptable behavior, well mannered, professionalism somewhat lacking Courteous to all involved in interview	Professional behavior and language (handshake, “hello”, “thank you”, etc.) Friendly and courteous to all involved in interview
Communication	Speaking is unclear – very difficult to understand message of what is being said (i.e. mumbling) Volume is inappropriate for interview (spoke too loudly or softly)	Speaking is unclear – lapses in sentence structure and grammar Volume is uneven (varied)	Speaking is clear with minimal mistakes in sentence structure and grammar Volume is appropriate	Speaks clearly and distinctly with no lapse in sentence structure and grammar usage; speaks concisely with correct pronunciation Volume conveys business tone
Body Language	Fidgeted – (i.e., constant movement of hands and feet); none or very poor use of physical gestures, facial expressions and body movements detracted from the interview process	Fidgeted –(i.e., movement of hands and feet frequently); minimal use of physical gestures, facial expressions and body movements in a manner which enhanced the interview process	Minimal fidgeting (i.e., occasionally shifting); average use of physical gestures, facial expressions and body movements in a manner which enhanced the interview process	No fidgeting; consistently used physical gestures, facial expressions and body movements in a manner which enhanced the interview process
Posture and Eye Contact	Does not look at persons involved in the interview process; keeps head down; minimal eye contact; does not have good posture; slouching	Sits up straight; average posture; establishes eye contact with interviewers during the interview 70 -80% of the time	Sits up straight, good posture; establishes eye contact with interviewers during the interview 80 -90% of the time	Sits up straight, excellent posture; looks relaxed and confident; establishes eye contact with interviewers during the interview 90-100% of the time
Overall Demonstration of Interview Skills	Demonstration of poor interview skills with little confidence displayed Made no reference to items in their resume Does not come across as dependable employee May struggle in being guided	Demonstrated limited proficiency; limited demonstration of competent interview skills in a generally confident manner Made some reference to items in their resume Attempts to be professional when responding A good worker	Demonstrated average proficiency; average demonstration of competent interview skills in a generally confident manner Spoke well about skills in some detail Responds in a professional manner Can work well with others Comes across as a hard worker but not a leader	Highly proficient; appropriately utilized interview skills in an enthusiastic, motivating and engaging manner Gave confident and mature responses using specific detailed examples of their skills Came across as someone who focused, pays attention to detail and can work confidently with others A potential leader
Future Recommendations	Resume		Interview Skills	