

Mock Job Interview Rubric

Student Name: _____

CATEGORY	4	3	1	0
Preparation	Before the interview, the student prepared and practiced quality answers for the questions being asked.	Before the interview, the student mostly prepared answers for the questions being asked.	The student did not prepare at all for any of the questions being asked.	Student did not participate in mock job interview.
Appearance	Student is well groomed and neutral; Jewlery is minimal, clothes are professional in nature and are clean and pressed.	Student will mostly well-groomed but is missing 1-2 major elements of professional dress and appearance.	Student is not well-groomed, clothing is not professional, dirty, or fit inappropriately, excessive jewlery.	Student did not participate in mock job interview.
Communication	Greeted interviewer, excellent eye contact, polite, thanked interviewer. Appeared very confident. The student spoke clearly throughout the whole interview.	Greeter interviewer, eye contact only 75% of the time. Appeared a little too nervous and spoke too quietly or too hurriedly.	Appeared bored, disinterested, nervous, was not prepared. The student occassionally spoke clearly throughout the interview	Student did not participate in mock job interview.
Interview Skills	Highly proficient; appropriately utilized interview skills in an enthusiastic, motivating and engaging manner.	Somewhat proficient; Demonstration of competent interview skills in a generally confident manner.	Demonstration of poor interview skills with little confidence displayed.	Student did not participate in mock job interview.
Questioning	Questions and answers were articulated clearly, relevant to the profession and kept concise.	Questions and answers were somewhat articulated, though 1-2 questions were somewhat vague.	Questions and answers were mainly irrelevant to the profession, were long-winded and were not clearly expressed.	Student did not participate in mock job interview.
Politeness	Student never interrupted or hurried the person being interviewed and thanked them for being willing to be interviewed.	Student interrupted or hurried the interviewer 1-2 times during the course of the interview; thanked the person after the interview.	Several times, the student interrupted or hurried the person being interviewed; forgot to thank the person.	Student did not participate in mock job interview.