

# MOCK INTERVIEWING RUBRIC

Many people find interviews to be scary yet exciting and intimidating yet exhilarating. One thing is for sure...interviewing at least once is required to gain access to nearly any opportunity. The Career & Internship Center has resources to help build your competence and confidence for a wide range of interviews and questions throughout the [DIY – Interviews](#) page. Additionally, our career coaches are always happy to connect and provide support – just [schedule an appointment](#)!

## FIRST IMPRESSION (INTENTIONALITY, READINESS, WORK ETHIC)

Consistent	Emerging	No Evidence	
			Candidate conveyed enthusiasm for the opportunity
			Candidate provided a custom greeting
			Their attire demonstrated an understanding of workplace expectations/conduct for an interview setting
			<a href="#">Background</a> distraction was limited – noise, visuals (virtual)
			<a href="#">Technology</a> was functional – audio, visual, lighting, bandwidth (virtual)
			Candidate was on time for interview

Comments:

## COMMUNICATION (ORAL, WRITTEN, NON-VERBAL)

Consistent	Emerging	No Evidence	
			Thoughts were organized and clear
			Responses were thorough and include examples (was the <a href="#">STAR method</a> utilized)
			Pace of speech allowed for clarity of response
			Candidate identified strengths and weaknesses and a plan for improving in areas for growth
			A copy of their <a href="#">resume</a> was readily available
			An appropriate amount of silence was utilized
			As able, the candidate faced the interviewer(s) or the point of connection
			Candidate remained engaged by way of body language throughout

Comments:

## CONTENT KNOWLEDGE (POSITION, ORGANIZATION, SELF)

Consistent	Emerging	No Evidence	
			Demonstrated understanding of the role and their ability to embody <a href="#">key skills</a> necessary to fulfill it
			Candidate conveyed an accurate understanding of the values of the organization
			Candidate kept the focus on what is part of their candidacy as opposed that what is not
			Asked questions that were not easily resolved by visiting on the organizations website or available info

Comments: