

# INTERVIEW RUBRIC

## INTERVIEWING LEARNING OUTCOMES:

- Demonstrate professionalism start to finish.
- Provide relevant content when responding to questions, and communicate effectively in an interview format.

	1 - Needs Improvement	3 - Average	5 - Effective	Comments
<b>First Impressions</b> Greetings, attire and professionalism	<input type="checkbox"/> Attire was unprofessional for an interview <input type="checkbox"/> Arrived late to the interview <input type="checkbox"/> Did not greet or shake hands with interviewer(s) <input type="checkbox"/> Did not come across as friendly enough or engaging enough with interviewers <input type="checkbox"/> Did not bring copies of resume or other relevant documents	<input type="checkbox"/> Attire was ok, but not business professional <input type="checkbox"/> Arrived on time for the interview <input type="checkbox"/> Greeted and shook hands with interviewer(s), but not in a professional enough manner <input type="checkbox"/> Some improvements could be made in smiling, being friendly and engaging more with interviewers <input type="checkbox"/> Brought resume and/or some relevant documents, but not enough	<input type="checkbox"/> Attire was business professional <input type="checkbox"/> Arrived 10-15 minutes early <input type="checkbox"/> Greeted and shook hands with interviewer(s) in a professional manner <input type="checkbox"/> Smiled, had friendly demeanor and was engaged <input type="checkbox"/> Came prepared with a resume and other relevant documents	
<b>Interview Content</b> Qualifications and skills	<input type="checkbox"/> Demonstrated a lack of knowledge about the organization and/or position <input type="checkbox"/> Did not answer questions using examples that matched position requirements—did not use STAR method: Specific situation, Task, Action and Result <input type="checkbox"/> Answers lacked enough detail and were of inappropriate length	<input type="checkbox"/> Demonstrated some knowledge about the organization and/or position, but should have prepared more <input type="checkbox"/> Answered questions using ok examples that matched position requirements—sometimes used STAR method: Specific situation, Task, Action and Result <input type="checkbox"/> Some answers provided enough detail, others did not; time management could be improved	<input type="checkbox"/> Demonstrated excellent knowledge about the organization and the position <input type="checkbox"/> Answered questions using good examples that matched position requirements—used STAR method: Specific situation, Task, Action and Result <input type="checkbox"/> Answers provided enough detail and were of appropriate length	
<b>Communication Delivery</b> Interviewing skills and techniques	<input type="checkbox"/> Eye contact was not adequate <input type="checkbox"/> Spoke too quickly or slowly <input type="checkbox"/> Non-verbal body language was distracting, e.g., moved around in chair, fiddled with pen, jewelry, hair, materials <input type="checkbox"/> Communication style, grammar or language was inappropriate for the audience <input type="checkbox"/> Filler words (um, like, uh, right, okay) were used too frequently <input type="checkbox"/> Maintained poor posture	<input type="checkbox"/> Eye contact was adequate, but inconsistent <input type="checkbox"/> Spoke at times too quickly or too slowly <input type="checkbox"/> Non-verbal body language was mostly complimented during the interview, but sometimes distracting <input type="checkbox"/> Communication style, grammar or language was often good, but sometimes inappropriate for the audience <input type="checkbox"/> Filler words were used moderately <input type="checkbox"/> Maintained ok posture	<input type="checkbox"/> Eye contact excellent with each interviewer <input type="checkbox"/> Spoke at an appropriate pace <input type="checkbox"/> Non-verbal body language complimented the interview <input type="checkbox"/> Communication style, grammar and language was appropriate for the audience <input type="checkbox"/> Filler words were used minimally <input type="checkbox"/> Maintained good posture	
<b>Final Impressions</b> Wrap up and interest level	<input type="checkbox"/> Could not tell if interested in the position <input type="checkbox"/> Did not ask questions <input type="checkbox"/> Did not thank interviewers for their time, did not shake their hands, departed in a less than warm manner	<input type="checkbox"/> Showed marginal interest in the position <input type="checkbox"/> Asked generic, mediocre questions <input type="checkbox"/> Left out one or more key elements when departing: e.g., did not say thank you, did not shake hands, departed in a less than warm manner	<input type="checkbox"/> Expressed genuine interest in the position <input type="checkbox"/> Asked thoughtful, tailored, relevant questions <input type="checkbox"/> Thanked interviewers for their time, shook their hands, warmly departed	

This rubric was generated using the NACE (National Association of Colleges and Employers) community's collective input. NACE is a consortium of more than 3,000 university relations, recruiting professionals and business affiliates. It is the leading source of information on the employment of the college educated, and forecasts hiring and trends in the job market; tracks starting salaries, recruiting and hiring practices, and student attitudes and outcomes; and identifies best practices and benchmarks.