



Mock Interview Grading Rubric

Date: _____ Name of Interviewer: _____

Student Name: _____ Student ID #: _____

Please provide a rating for each item below and additional notes/ feedback on why the score was given (positive and constructive). (1 = Poor, 2 = Fair, 3 = Good, 4 = Very Good, 5 = Excellent).

If the student was late to interview, please note by how many minutes: _____

First Impression:

Competency	Score 1-5	Feedback/ Comments
<u>Interview Attire</u> <ul style="list-style-type: none"> • Professional • Clean • No wrinkles 		
<u>Personal Grooming</u> <ul style="list-style-type: none"> • Hair • Nails • Etc. 		
<u>Handshake/ Enthusiasm</u> <ul style="list-style-type: none"> • Confidence • Firm vs weak handshake • General Attitude (interested vs passive) 		
<u>Body Language</u> <ul style="list-style-type: none"> • Smile/ facial expressions • Body Language • Hand gestures • Posture • Eye contact 		

Resume:

Competency	Score 1-5	Feedback/ Comments
<u>Formatting</u> <ul style="list-style-type: none">• Consistency• Punctuation• Spacing• Header/footer		
<u>Grammar</u> <ul style="list-style-type: none">• Correct verbiage tense		
<u>Experience</u> <ul style="list-style-type: none">• Use of action verbs• Reverse chronological order		
<u>Detail in description of experiences and skills</u> <ul style="list-style-type: none">• Concrete examples• Use of numbers or results oriented		
<u>Marketability</u> <ul style="list-style-type: none">• Was the candidate able to showcase their strengths to sell themselves on paper		
<u>Effectiveness</u> <ul style="list-style-type: none">• 10 second rule, would you pass this on or not		
<u>Visual Appearance</u> <ul style="list-style-type: none">• Font, size, color		

Preparation:

Competency	Score 1-5	Feedback/ Comments
<u>Research on Company</u> <ul style="list-style-type: none">• Incorporating knowledge in answers to the questions• Development of questions for the interviewer		
<u>Knowledge of job description</u> <ul style="list-style-type: none">• Incorporating skills requested in answers to questions		
<u>Asked Questions</u> <ul style="list-style-type: none">• 1-3 questions to ask interviewer prepared to ask at the end		

Overall Effectiveness in Answering Questions:

Competency	Score 1-5	Feedback/ Comments
<u>Speaking Ability</u> <ul style="list-style-type: none">• Communication• Soft vs loud voice tone• Distracting mannerisms- "umms", "likes", fidgeting• Poor vs proper diction and grammar		
Listened carefully to each question before responding		

Organized thoughts prior to responding		
Provided clear and concise responses		
Provided specific examples with accomplishments		
Emphasized strengths and provided unique skills		

Final Score: _____

- Add up each row under each category: First Impression, Resume, Preparation, and overall effectiveness and content in answering questions
- Total points available: 100 points

Additional Feedback:

Please provide at least 2 or more strengths that you felt the student impressed you with.

Please provide at least 2 or more opportunities suggesting what the student could improve on.

Additional Feedback for Student
