

Interview Rubric

By: Amy Raphael

	Excellent interview: You should get a job offer!	Average interview: you could get called back but it is not certain.	Interviewing skills need significant improvement: You would not get this job.
First Impressions	Your appearance is professional—you are wearing a business suit. You greet and shake hands with your interviewer correctly. Your conversation is enthusiastic and engaging.	You look nice but you do not wear a suit. Your greeting is appropriate but you forget to shake hands with your interviewer. Your conversation is enthusiastic and engaging.	Your attire is not professional—you wear jeans or shorts to this interview. You do not greet or shake hands when you meet your interviewer. Your conversation is not energetic.
Interview Content	You are knowledgeable about the organization and position you are interviewing for. You display poise and confidence. You relate your skills to the job very well.	You are knowledgeable about the position but not the organization you are interviewing with. You display adequate confidence in your answers. You state your skills but do not adequately relate them to the job.	You are not knowledgeable about the position or organization you are interviewing with. You are not confident in answering questions about yourself. You do not state the skills you have to do this job.
Interview Skills / Techniques	You have excellent eye contact with your interviewer without staring. Your language and grammar is appropriate. You do not use um or and. You speak at the right speed.	You have adequate eye contact with your interviewer. Your language and grammar are adequate. You say um or and a few times, but not enough to disrupt the interview. You talk a little too fast or too slow.	You look at the floor or ceiling when speaking. Your grammar and language are not appropriate. You say um or and too many times. You talk too fast or too slow.
Closing	You successfully convey your interest in this position. You ask appropriate questions to the interviewer. You thank the interviewer.	You convey some interest in the position. You are not prepared to ask any questions. You thank the interviewer.	You do not show any interest in this position. You do not ask any questions. You do not thank the interviewer.