INTERVIEW RUBRIC

INTERVIEWING LEARNING OUTCOMES:

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