

# Interview Grading Rubric

Interviewee: \_\_\_\_\_

Interviewer: \_\_\_\_\_

Arrival, Appearance, & Poise			
	3	2	1
Arrived 10-15 minutes early.	Yes	Came 5 minutes early	Was late or more than 15 minutes early
Greeted interviewer with firm handshake.	Yes	Weak greeting and/or handshake	Did not extend a handshake
Dressed in appropriate attire and maintained proper hygiene.	Displays professionalism	Demonstrated attempt	Not appropriate
Did not fidget, had appropriate posture, and maintained eye contact.	Poised professionally	Demonstrated minimal discomfort	Inability to sit properly and maintain professional posture.
Skill Presentation			
Was knowledgeable about the company.	Demonstrated research	Knew some basics	Knew very little or nothing
Demonstrated skills and qualifications in their answers.	Answered questions in full with relevant responses.	Moderately demonstrated their skills and qualifications.	Answered questions briefly, did not give examples or specific details.
Aligned answers with the needs of the company and the position.	Demonstrated knowledge of needs and gave examples that aligned.	Provided few examples of background that align with the needs of the position.	No connection between answers and the needs of the position.
Used portfolio appropriately (if applicable)	Provided professional reference to samples of their work.	Provided a portfolio, but did not present it professionally.	Did not utilize portfolio.
Delivery			
Answered questions in full and in a timely manner.	Demonstrated preparedness by having examples ready.	Needed a brief amount of time to answer.	Did not have a sufficient answers.
Did not talk negatively and/or counteracted doubt with positive information.	Demonstrated absolute professionalism.	Provided an optimistic response to any negative remarks.	Made negative remarks or had doubt that was unaddressed.
Limited the use of filler words such as "um" or "like".	Straightforward answers.	Occasionally used a filler.	Used filler words several times.
Avoided sharing personal or unnecessary information.	Connected all information to the job; demonstrated relevance.	Shared personal and/or irrelevant information briefly.	Did not demonstrate relevance of answers to the position.
Closing			
Asked appropriate questions.	Evidence is shown that the applicant had researched the business or industry.	Asked basic questions about the position or the company.	Did not ask questions or asked inappropriate questions, such as wages or benefits.
Thanked interviewer for their time and shook their hand.	Demonstrated their appreciation for the opportunity, smiled, and gave a handshake.	Provided a basic thank you and/or a smile.	Did not demonstrate their appreciation for the opportunity; weak or no handshake, weak or no smile.
<b>Total Score</b>			

COMMENTS: