

Interview Rubric

Interviewee:

Interviewer:

Scoring: 3=Meets quality standards, 2=Meets minimal standards, 1= Does not meet minimal standards, N/A = not applicable or observed

Arrival, Appearance, & Poise	Score	Comments
Greeted interviewer in a pleasant manner		
Dressed in appropriate attire for profession and position, has good hygiene		
Did not fidget or have distracting behavior, had appropriate posture		
Made eye contact with interviewer		
Good volume/grammar (didn't speak too softly or mumble)		

Skill Presentation	Score	Comments
Was knowledgeable about the company		
Provided a copy of resume to interviewer		
Provided specific examples of skills/qualifications relevant to position		
Aligned answers with the needs of the company and the position		
Demonstrated why the employer should hire interviewee over someone else		
Referenced items on resume		
Used portfolio appropriately, if applicable		

Delivery & Interpersonal Skills	Score	Comments
Provided clear and relevant information in response to questions		
Focused and fully engaged in the interview, able to connect		
Maintained a respectful and professional tone, did not talk negatively		
Counteracted any doubt with positive information		
Limited the use of filler words such as "um" and "like"		
Used appropriate amount of time for responses: not too brief and not too long		
Avoided sharing personal and unnecessary information		

Closing	Score	Comments
Asked appropriate questions and thanked interviewer for their time		
Total Score		