**Student Name**: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ **Position Applying For**: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**Interviewer**: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Put an “X” on the characteristic that best matches the interviewee.**

**Interview Rubric:**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Professional Folder   * **Job Application** * **Cover Letter** * **Resume** * **References** | **What?!?**  *(no documents or missing several documents, teacher edits still on paper, errors throughout)* | **Not ready**  *(missing a document, contains several errors, would not earn an interview)* | **Needs some work**  *(few errors, wrinkles or smudges, not printed on resume paper)* | **So close**  *(an error, wrinkle or smudge on any document)* | **Perfect**  *(no errors, wrinkles or smudges; printed on resume paper.)* |
| **Comments:** | | | | | |
| **First Impression**  **Minimum Requirements:**  ***Men:*** *Dress shirt, slacks, belt, dress shoes, tattoos hidden, piercings removed*  ***Women:*** *Skirt, dress or slacks,*  *(appropriate length, no cleavage, not form fitting), dress shoes (heels 2” or below),tattoos hidden, all piercings removed except one earring per ear* | **Not professionally dressed**  *(i.e. outdoor/athletic shoes, flip flops,*  *jeans, t-shirt, sweats, etc.)* | **Inappropriately dressed**  *(i.e. heels above 2“, canvas or rubber soled shoes, revealing or form fitting attire)* | **Meets the minimum requirements; but wrinkled or too casual** *(i.e. flannel, khakis, boots)* | **Meets the minimum requirements** | **Exceeds the requirements – WOW!**  *(i.e. tie, dark attire, looks very professional)* |
| **Comments:** | | | | | |

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Overall Communication** | **Zombie**  *(i.e. no handshake, inaudible, monotone, no eye contact, gap fillers or slang interfere with understanding of answers)* | | **Ineffective**  *(i.e. weak or no handshake, lacks confidence and enthusiasm, little eye contact, several gap fillers or slang used)* | **Needs improvement**  *(i.e. weak handshake, sometimes confident and enthusiastic or over confident/cocky, makes some eye contact, uses some gap-fillers or slang)* | **Mostly effective**  *(i.e. standard handshake, average confidence and enthusiasm , good eye contact/posture, stumbles over a few words, uses proper English)* | **Effective**  *(i.e. firm handshake, confident and enthusiastic, excellent eye contact, good posture, speaks clearly, uses proper English)* |
| **Comments:** | | | | | | |
| Questions   * **Skills** * **Goals/Future** * **Problem Solving /Situational** * **Business Ethics** * **Job Specific** | **No attempt**  *(does not attempt to answer questions)* | | **Barely answers**  *(answers with “yes” or “no” and fails to elaborate or explain; skills do not relate to the job; talks negatively about past employers)* | **Struggles**  *(attempts to answer the questions, struggles to provide specific examples or relate skills to the job)* | **Needs prompting**  *(answers questions thoroughly, but needs prompting to provide specific examples or to relate skills to the job)* | **Excellent**  (*answers questions thoroughly, gives specific examples from life experience, takes every opportunity to relate skills to the job)* |
| **Comments:** | | | | | | |
| Research/Preparation  ***Note:*** *Students were required to research the company &/or position they are applying to and develop questions that would be appropriate to ask during an interview.* | | **Not Prepared**  *(not familiar with job position or company, did not ask any questions.)* | **Needs Work**  *(familiar with job position or company but did not ask any questions, or vice versa)* | **Almost**  *(familiar with job position and company, asked only one question)* | **Met Standard**  *(familiar with job position and company, asked two questions)* | **Exceeded Standard**  *(very familiar with job position and company; asked two or more solid, thoughtful questions)* |
| **Comments:** | | | | | | |
| Would You Hire ME? | **No Way** | | **Probably Not** | **Maybe**  *(if no better candidates interviewed)* | **In The Running**  *(would need to compare with others)* | **On The Spot!** |