

# Career Development Interview Rubric

Student \_\_\_\_\_

| Criteria                    | 1                                                                                                                                                                                                                                                                                                                              | 2                                                                                                                                                                                                                                                    | 3                                                                                                                                                                                                                                                                          | 4                                                                                                                                                                                                                                                                   | Score |
|-----------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------|
| <b>Appearance</b>           | <ul style="list-style-type: none"> <li>▪ Overall appearance is untidy</li> <li>▪ Choice in clothing is inappropriate for any job interview (torn unclean, wrinkled)</li> <li>▪ Poor grooming</li> </ul>                                                                                                                        | <ul style="list-style-type: none"> <li>▪ Appearance is somewhat untidy</li> <li>▪ Choice in clothing is inappropriate (shirt untucked, tee-shirt, too much jewelry, etc.)</li> <li>▪ Grooming attempt is evident</li> </ul>                          | <ul style="list-style-type: none"> <li>▪ Overall neat appearance</li> <li>▪ Choice in clothing is acceptable for the type of interview</li> <li>▪ Well groomed (ex. Shirt tucked in, jewelry blends with clothing, minimal wrinkles)</li> </ul>                            | <ul style="list-style-type: none"> <li>▪ Overall appearance is very neat</li> <li>▪ Choice in clothing is appropriate for any job interview</li> <li>▪ Well groomed (hair, make-up, clothes pressed, etc.)</li> <li>▪ Overall appearance is businesslike</li> </ul> |       |
| <b>Greeting</b>             | <ul style="list-style-type: none"> <li>▪ Unacceptable behavior and language</li> <li>▪ Unfriendly and not courteous</li> </ul>                                                                                                                                                                                                 | <ul style="list-style-type: none"> <li>▪ Used typical behavior and language – did modify behavior to fit the interview</li> <li>▪ Attempts to be courteous to all in interview setting</li> </ul>                                                    | <ul style="list-style-type: none"> <li>▪ Acceptable behavior, well mannered, professionalism lacking</li> <li>▪ Courteous to all involved in interview</li> </ul>                                                                                                          | <ul style="list-style-type: none"> <li>▪ Professional behavior and language (handshake, “hello”, “thank you”, eye contact, etc.)</li> <li>▪ Friendly and courteous to all involved in interview</li> </ul>                                                          |       |
| <b>Communication</b>        | <ul style="list-style-type: none"> <li>▪ Presentation shows lack of interest</li> <li>▪ Speaking is unclear – very difficult to understand message of what is being said (ex. mumbling)</li> <li>▪ Facts about job not included</li> <li>▪ Volume is inappropriate for interview (ex. Spoke too loudly, too softly)</li> </ul> | <ul style="list-style-type: none"> <li>▪ Showed some interest</li> <li>▪ Speaking is unclear– lapses in sentence structure and grammar</li> <li>▪ Knowledge of job is minimal</li> </ul> <p style="margin-left: 20px;">Volume is uneven (varied)</p> | <ul style="list-style-type: none"> <li>▪ Showed interest throughout the interview</li> <li>▪ Speaking clearly</li> <li>▪ Minimal mistakes in sentence structure and grammar</li> <li>▪ Knowledge and facts are included/shared</li> <li>▪ Volume is appropriate</li> </ul> | <ul style="list-style-type: none"> <li>▪ Very attentive</li> <li>▪ Speaking clearly</li> <li>▪ Appropriate use of sentence structure and grammar</li> <li>▪ Commitment &amp; enthusiasm for job is conveyed</li> <li>▪ Volume conveys business tone</li> </ul>      |       |
| <b>Body Language</b>        | <ul style="list-style-type: none"> <li>▪ Fidgeted – ex. constant movement of hands and feet</li> <li>▪ Lack of eye contact</li> <li>▪ Slouching all the time</li> </ul>                                                                                                                                                        | <ul style="list-style-type: none"> <li>▪ Fidgeted – ex. movement of hands and feet frequently</li> <li>▪ Eye contact is made intermittently</li> <li>▪ Occasionally slouching</li> </ul>                                                             | <ul style="list-style-type: none"> <li>▪ Minimal fidgeting (ex. occasionally shifting)</li> <li>▪ Occasional loss of eye contact</li> <li>▪ Brief slouching, but quickly correcting self</li> </ul>                                                                        | <ul style="list-style-type: none"> <li>▪ No fidgeting</li> <li>▪ Eye contact made</li> <li>▪ Sitting straight in chair</li> </ul>                                                                                                                                   |       |
| <b>Question and Answers</b> | <ul style="list-style-type: none"> <li>▪ Inappropriate answers to questions</li> <li>▪ Did not attempt to answer questions</li> <li>▪ No questions asked</li> </ul>                                                                                                                                                            | <ul style="list-style-type: none"> <li>▪ Gives inaccurate answers</li> <li>▪ Attempts to answer questions</li> <li>▪ Student asked questions that were not related to the job</li> </ul>                                                             | <ul style="list-style-type: none"> <li>▪ Answers are acceptable and accurate</li> <li>▪ Answers questions</li> <li>▪ Asked questions relating to the desired position</li> </ul>                                                                                           | <ul style="list-style-type: none"> <li>▪ Thorough answers to questions</li> <li>▪ Asked questions relating to the desired position.</li> </ul>                                                                                                                      |       |
| <b>Total</b>                |                                                                                                                                                                                                                                                                                                                                |                                                                                                                                                                                                                                                      |                                                                                                                                                                                                                                                                            |                                                                                                                                                                                                                                                                     |       |