

MOCK INTERVIEW RUBRIC

	POOR	FAIR	GOOD	EXCEPTIONAL	SCORE/NOTES
FIRST IMPRESSION Professionalism/ Work Ethic	May have been late to the interview, appeared too casual or uninterested initially, provided poor handshake or greeting, etc.	Was on time to the interview, but offered poor greeting, handshake or appearance, etc.	Was on time to the interview; looked interested and had a professional appearance - may need to practice greeting or handshake.	Was on time to the interview, offered a professional appearance, and gave a great handshake and greeting.	
APPEARANCE Professionalism/ Work Ethic	Did not dress in proper interview attire or was messy and wrinkled - shorts, flip-flops, hat, t-shirt, or other apparel that was improper. Could not identify proper interview attire.	Wore casual khakis or jeans with a semi-casual shirt or blouse. Candidate may have not worn tie or professional shoes. Was able to identify what would have made attire professional.	Almost perfect appearance, but had one or two items that stood out to be less professional i.e., too short of skirt. Was able to identify what would have made attire professional.	Wore exceptional interview attire - conservative suit, proper length skirt, well-pressed garments and overall - well groomed.	
NON-VERBAL BEHAVIOR Oral/Written Communications	May have used many distracting hand gestures or no eye contact - Candidate appeared as if they were completely uninterested or heavily slouched.	May have used distracting hand gestures or may have slouched in the interview for approximately half of their interview time.	Used some distracting hand gestures or may have slouched some of the time during the interview, but overall they looked interested.	Used appropriate hand gestures and displayed good posture & appropriate eye contact - generally illustrated that they were interested.	
COMMUNICATION Oral/Written Communications	May have organized thoughts in an unclear way, used slang, or may have been too concise or brief with answers given.	May need some work with organizing thoughts and using examples to strengthen issues discussed.	Organizes thoughts well, uses proper grammar, but may still need to use examples.	Gives solid introductions and conclusions to thoughts, expresses themselves in proper grammar, and uses examples.	

	POOR	FAIR	GOOD	EXCEPTIONAL	SCORE/NOTES
RÉSUMÉ PRESENTATION Oral/Written Communications	Candidate did not have résumé when interviewer requested.	Had résumé, but it may have been inconsistent with verbal presentation, wrinkled or messy, or error laden.	Résumé was good but may have contained some errors or could have been presented better.	Candidate's résumé contained no errors, was cleanly presented on resume paper, and consistent with verbal presentation.	
SELLING YOURSELF Career Management & Critical Thinking/ Problem Solving	Did not highlight strengths or promote themselves in a positive way - poor performance in appearance and first impression.	Had professional appearance and good first impression, but did not highlight strengths accordingly.	Had professional appearance and good first impression, and stated examples.	Professional appearance & exceptional first impression - sold strengths throughout presentation, showed desire & summarized enthusiasm.	
PREPARATION Career Management & Critical Thinking/ Problem Solving	No advance preparation - candidate was unfamiliar with the employer, the job announcement, and industry news/did not prepare questions.	Some research or preparation regarding employer or industry area - may have visited an employer's website, but may have not prepared questions.	In advance of interview, performed some research - reviewed websites and read some industry news, prepared some questions.	Researched a great deal before the interview through websites, professional associations, and industry resources - Great questions.	
OVERALL CONFIDENCE Skills and abilities were proven Career Management					
ADDITIONAL NOTES:					