

Job Interview Rubric

	Level 1	Level 2	Level 3	Level 4
First Impression Promptness Appearance	-Clothing is not professional	-Attempt is made to look professional	-Appearance is professional	-Appearance is professional
Greeting Professionalism Eye Contact Communication	-No handshake -Little to no eye contact -No greeting - Unacceptable behaviour -Does not bring copy of resume	Acceptable behaviour, lacking professionalism -Weak handshake -Introduced self with “hi” or other inappropriate greeting -use of some eye contact	-Acceptable behaviour -greet interviewer with Hello and handshake -eye contact	Professional behaviour -greet interviewer with Hello; handshake, thank you -excellent eye contact
Preparation Knowledgeable prepared	-Knows nothing about the available position or seems to make up information -Student did not prepare for any of the questions being asked	-knows some general information about the available position -prepared for some questions	-knows general information about the available position -prepared for most questions	-knows about the available position and relates skills to the job -prepared and practiced interview questions
General Attitude Interest Responses	-Lack of interest and enthusiasm -Answers “yes” or “no” and fails to elaborate -Negative and pessimistic attitude -Doesn’t smile	-seems interested, but could be more informed on some topics -gives well-constructed responses, but sounds rehearsed or unsure -lacks enthusiasm, rarely smiles	Interested about the interview -gives well-constructed responses -shows confident -smiles	-interested and enthusiastic about the interview -gives well-constructed, confident responses that are genuine -responses demonstrate good fit for position -smile often
Poise and Delivery Posture Communication Nervousness Vocabulary	-Slouching -Distracted -Disinterested -Inappropriate vocabulary	-brief slouching, but quickly corrects self -Good tone of voice, but answers still hesitant -some nervous fidgeting	-good posture -good tone of voice, speaks clearly -little nervous habits Good sentence structure and grammar	-good posture -nice tone of voice, speaks clearly -no nervous habits -minimal mistakes in sentence structure and grammar