Name: _____   Date: _____

MOCK INTERVIEW RUBRIC

SKILL	EXCELLENT INTERVIEW You should get a job offer (A)	AVERAGE INTERVIEW You could get called back (B)	POOR INTERVIEW You would NOT get this job! (C)
FIRST IMPRESSIONS	**Professional Appearance:** Wearing a business suit **Greeting:** Greet & shake hands with interviewer correctly **Conversation**: Enthusiastic & engaging	**Professional Appearance:** Looks nice, but NOT wearing a business suit. **Greeting:** Forget to shake hands with interviewer **Conversation:** Enthusiastic & engaging	**Professional Appearance:** Wearing jeans or shorts **Greeting:** Do NOT greet & shake hands with interviewer **Conversation:** Not energetic
Points	_____25 Max	_____20 Max	_____ 15 Max
INTERVIEW CONTENT	**Preparation:** Knowledgeable about organization and position **Confidence:** Display poise and confidence **Ability:** Relate skills to the job very well	**Preparation:** Knowledgeable about position but NOT organization **Confidence:** Display adequate confidence **Ability:** State skills but do NOT relate them very well	**Preparation:** NOT knowledgeable about organization and position **Confidence:** NOT confident in answering questions **Ability:** Do NOT state skills you have to do the job
Points	_____25 Max	_____20 Max	_____ 15 Max
INTERVIEW SKILLS / TECHNIQUES	**Eye Contact:** Excellent **Language and Grammar:** Appropriate; do not use "um" or "and" **Voice:** Speak at the right speed	**Eye Contact:** Adequate **Language and Grammar:** Adequate; you say "um" or "and" a few times, not enough to disrupt interview **Voice:** Speak a little too fast or too slow	**Eye Contact:** Poor **Language and Grammar:** Poor; you say "um" or "and" too many times **Voice:** Speak too fast or too slow
Points	_____25 Max	_____20 Max	_____ 15 Max
CLOSING	**Express interest:** Successfully convey interest in position **Research:** Ask appropriate questions **Closure:** Sincerely thank the interviewer	**Express interest:** Convey some interest in position **Research:** Not prepared to ask any questions **Closure:** Thank the interviewer	**Express interest:** Do NOT show any interest in position **Research:** Do NOT ask any questions **Closure:** Do NOT thank the interviewer
Points	_____25 Max	_____20 Max	_____ 15 Max

Total Points	_____**100 Max**	_____**80 Max**	_____ **60 Max**