

Mock Interview Scoring Rubric

High School: \_\_\_\_\_



Student: \_\_\_\_\_

Interviewer: \_\_\_\_\_

**If the student's performance lies between two columns, award 2 or 4 points.** Circle criteria that reflect student's performance and write specific comments on overall performance at the bottom of the page.

Competency	Needs Work 1 Point	2	We're considering you... 3 Points	4	You're Hired! 5 Points	Score
<b>First Impression</b> What was your first impression of this student?	<ul style="list-style-type: none"> <li>Does not shake hands</li> <li>Minimal eye contact</li> <li>Does not smile</li> <li>Poor hygiene/appearance</li> </ul>		<ul style="list-style-type: none"> <li>Weak handshake</li> <li>Poor posture</li> <li>Weak smile</li> <li>Acceptable hygiene/appearance</li> </ul>		<ul style="list-style-type: none"> <li>Firm handshake</li> <li>Genuine smile</li> <li>Confident body language</li> <li>Excellent hygiene/appearance</li> </ul>	
<b>Resume</b> Was the resume complete and error free?	<ul style="list-style-type: none"> <li>Poor formatting</li> <li>Many grammatical errors</li> <li>Little to no experience</li> </ul>		<ul style="list-style-type: none"> <li>Few errors (grammar/format)</li> <li>Needs more details about experiences</li> <li>Could improve on phrasing</li> </ul>		<ul style="list-style-type: none"> <li>Perfect grammar/formatting</li> <li>Detailed description of experiences and skills</li> </ul>	
<b>Professional Dress</b> Was this student appropriately dressed for the interview?	<ul style="list-style-type: none"> <li>Too casual or inappropriate (jeans, flip-flops, etc)</li> <li>Wrinkled clothing</li> <li>Visible piercings</li> </ul>		<ul style="list-style-type: none"> <li>Either under- or over-dressed (lacking a tie/stockings vs. tux or club attire)</li> </ul>		<ul style="list-style-type: none"> <li>Clean, pressed clothing</li> <li>Appropriate business attire</li> </ul>	
<b>General Attitude</b> What motivates you to do your best work? What have been your biggest accomplishments while working or while at school?	<ul style="list-style-type: none"> <li>Passive/indifferent</li> <li>Extremely shy/nervous</li> </ul>		<ul style="list-style-type: none"> <li>Seems interested but could be better prepared</li> <li>Somewhat shy/nervous</li> </ul>		<ul style="list-style-type: none"> <li>Interested and enthusiastic</li> <li>Asked questions</li> <li>Asked for business card</li> </ul>	
<b>Content of Answers</b> What are some specific examples of work and volunteer experiences you have had that support your qualifications? What personal attributes do you feel give you a competitive edge?	<ul style="list-style-type: none"> <li>"Yes" or "No" answers</li> <li>Does not refer to applicable strengths/skills</li> <li>Uses words like "things" or "stuff"</li> </ul>		<ul style="list-style-type: none"> <li>Responses too short or vague</li> <li>Refers to personal strengths, skills occasionally</li> </ul>		<ul style="list-style-type: none"> <li>Well-constructed, confident responses with examples</li> <li>Consistently relates how skills will contribute to any position</li> </ul>	
<b>Speaking Ability</b> How well did this student communicate?	<ul style="list-style-type: none"> <li>Speaks too quietly or loudly</li> <li>Inappropriate language</li> <li>Lots of "umms" or fidgeting</li> <li>Poor grammar and diction</li> </ul>		<ul style="list-style-type: none"> <li>Mumbles occasionally</li> <li>Minimal "umms" and fidgeting</li> <li>Conversation stops and starts at times</li> <li>Satisfactory grammar and diction</li> </ul>		<ul style="list-style-type: none"> <li>Speaks clearly at all times</li> <li>No distracting mannerisms</li> <li>Easy to converse with</li> <li>Uses proper diction and grammar</li> </ul>	

**Comments on Overall Performance:**

**Total Score:**