

Mock Interview Rubric

Interviewer					
Student					
Criteria	weight	4	3	2	1
Introduction	20%	Greeting is present. Use of eye contact is appropriate. Body language used is pleasant.	Greeting is present. Use of eye contact is appropriate.	Greeting is present. Begins with little or no eye contact.	Greeting absent. Begins with little or no eye contact.
Appearance	20%	Appropriate dress and manners are used; appropriate body language.	Student wears appropriate clothing; little inappropriate body language.	Student wears appropriate clothing; some inappropriate body language.	Student is not dressed appropriately; inappropriate body language.
Voice	20%	Good volume, grammar, and vocabulary used. Spoken with a determined confidence.	Good volume, grammar, and vocabulary used.	Speech is too soft or mumbles. Poor grammar is used.	Inappropriate vocabulary and grammar is used. Speech is difficult to understand.
Poise	20%	Good posture is used. Eye contact is maintained. No nervous habits are exhibited.	One of the following: Posture, eye contact, or uneasy behaviors was inappropriately demonstrated.	Two of the following: Posture, eye contact, or uneasy behaviors were inappropriately demonstrated.	Posture, eye contact, and uneasy behaviors were inappropriately demonstrated.
Preparation	20%	It is obvious that a great deal of preparation was used.	It is obvious that above average preparation was used.	It is obvious that some preparation was used.	It is obvious that no preparation was used.
Comments:					

Assignment Score _____ + Beyond/Bonus _____ = Final Score _____