

Interview Instruction Assignment Rubric

MOCK INTERVIEW INSTRUCTION	Exemplary (4)	Proficient (3)	Developing Proficiency (2)	Not Proficient (1)
<p>Communication of goals based on job position description</p> <p>Score: _____</p>	<ul style="list-style-type: none"> · Connected position or company to career goals · Appropriate use of sentence structure and grammar · Conveyed knowledge of and enthusiasm for position 	<ul style="list-style-type: none"> · Clearly described career goals but did not clearly connect them to the position · Minimal mistakes in sentence structure and grammar · Knowledge and facts about position were included/shared 	<ul style="list-style-type: none"> · Articulated unrealistic goals or was non-specific · Lapses in sentence structure and grammar · Minimal knowledge about position Included/shared 	<ul style="list-style-type: none"> · Did not describe career goals · Poor sentence structure and grammar · No knowledge about position included/shared
<p>Strengths and Skills listed based on job position description</p> <p>Score: _____</p>	<ul style="list-style-type: none"> · Listed all personal strengths and skills thoroughly with depth · Able to seamlessly integrate personal strengths with examples into answers to questions. 	<ul style="list-style-type: none"> · Listed all personal strengths and skills but some answers lacked depth. · Conveys personal strengths in answering questions with some examples 	<ul style="list-style-type: none"> · Listed some strengths and skills and answers lacked depth · Mentions personal strengths but without examples 	<ul style="list-style-type: none"> · Did not list personal strengths and skills
<p>Preparation for Interview-questions for interviewer based on job position description</p> <p>Score: _____</p>	<ul style="list-style-type: none"> · Demonstrates significant knowledge of job position and employer · Asks questions specific to job position, employer, and responsibilities 	<ul style="list-style-type: none"> · Demonstrates knowledge of position and employer · Asks questions related to job position, employer, and responsibilities 	<ul style="list-style-type: none"> · Demonstrates limited knowledge of job position and employer 	<ul style="list-style-type: none"> · Asks questions unrelated to job position or employer