

Mock Interview Rubric

Tusculum University Quality Enhancement Plan

Mock Interview Rubric

Date: _____

Interviewer: _____

Interviewee: _____

Total Score: _____

Notes:



SLO 4: EMPLOYMENT READINESS

MOCK INTERVIEW	Exemplary (4)	Proficient (3)	Developing Proficiency (2)	Not Proficient (1)
First Impressions - appearance - greeting Score: _____	<ul style="list-style-type: none"> · Overall appearance is neat, impeccable, businesslike · Attire is appropriate for any job interview · Very well groomed · Professional behavior and language (appropriate for position sought) · Friendly and courteous to all involved in interview · Appropriate greeting, shook hands and made eye contact 	<ul style="list-style-type: none"> · Overall neat appearance, businesslike · Attire is acceptable for the type of interview. · Well groomed · Professional behavior and language (appropriate for position sought) · Courteous to all involved in interview · Appropriate greeting, made eye contact but did not shake hands 	<ul style="list-style-type: none"> · Appearance is somewhat untidy, not businesslike · Attire is inappropriate · Grooming attempt is evident but lacking · Behavior and language more casual than professional—did modify behavior to fit the interview · Attempts to be courteous to all in interview setting · Appropriate greeting but did not shake hands or make eye contact 	<ul style="list-style-type: none"> · Overall appearance is unprofessional, not businesslike · Attire is inappropriate for a job interview. · Poor grooming. · Casual behavior and language · Unfriendly and not courteous · Did not greet or shake hands.
Body Language Score: _____	<ul style="list-style-type: none"> · No fidgeting · Consistent eye contact · Sat straight in chair, attentive 	<ul style="list-style-type: none"> · Minimal fidgeting (occasionally shifting) · Occasional loss of eye contact · Briefly slouched but quickly corrected, attentive 	<ul style="list-style-type: none"> · Fidgeted (frequent movement of hands and feet) · Eye contact is made intermittently · Occasionally slouched, inattentive at times 	<ul style="list-style-type: none"> · Fidgeted (constant movement of hands and feet) · Lack of eye contact · Slouched all the time with no attempt to correct or appear attentive

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<p>Communication</p> <p>Score: _____</p>	<ul style="list-style-type: none"> · Connected position or company to career goals · Spoke clearly · Appropriate use of sentence structure and grammar · Conveyed knowledge of and enthusiasm for position · Volume consistently appropriate 	<ul style="list-style-type: none"> · Clearly described career goals but did not clearly connect them to the position · Spoke clearly · Minimal mistakes in sentence structure and grammar · Knowledge and facts about position were included/shared · Volume appropriate 	<ul style="list-style-type: none"> · Articulated unrealistic goals or was non-specific · Some mumbling or unclear speech · Lapses in sentence structure and grammar · Minimal knowledge about position Included/shared · Volume uneven or inappropriate 	<ul style="list-style-type: none"> · Did not describe career goals · Speech unclear or difficult to understand · Poor sentence structure and grammar · No knowledge about position included/shared · Volume uneven or inappropriate
<p>Response to Interviewer's Questions</p> <p>Score: _____</p>	<ul style="list-style-type: none"> · Answered all questions thoroughly with depth · Able to seamlessly integrate personal strengths with examples into answers to questions. 	<ul style="list-style-type: none"> · Answered all questions but some answers lacked depth. · Conveys personal strengths in answering questions with some example. 	<ul style="list-style-type: none"> · Many answers to questions lack depth · Mentions personal strengths but without examples. 	<ul style="list-style-type: none"> · Shallow answers to most questions or no answer to some questions · Personal strengths not shared
<p>Preparation</p> <p>Score: _____</p>	<ul style="list-style-type: none"> · Demonstrates significant knowledge of position and employer · Asks questions specific to position, employer, and responsibilities 	<ul style="list-style-type: none"> · Demonstrates knowledge of position and employer · Asks questions related to sought position, employer, and responsibilities 	<ul style="list-style-type: none"> · Demonstrates limited knowledge of sought position and employer · Asks questions unrelated to sought position or employer 	<ul style="list-style-type: none"> · No questions asked

I am Pioneer Ready!