***Job Interview Rubric***

* *Each Interview Evaluator will need a score sheet*

Student Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_

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| --- | --- | --- | --- | --- | --- |
| **Criteria** | **1-2** | **3-4** | **5-6** | **7-8** | **Score** |
| **Appearance****(\*\* This should relate to the core concentration area and may be industry specific)** | Overall appearance is untidyChoice in clothing is inappropriate for any job interview (torn, unclean, wrinkled)Poor grooming | Appearance is somewhat untidyChoice in clothing is inappropriate (shirt un-tucked, tee-shirt, too much jewelry, etc.)Grooming attempt is evident | Overall neat appearanceChoice in clothing is acceptable for the type of interviewWell groomed (i.e. shirt tucked in, jewelry blends with clothing, minimal wrinkles) | Overall appearance is very neatChoice in clothing is appropriate for any job interviewVery well groomed (hair, make-up, clothes pressed, etc.)Overall appearance is businesslike  |  |
| **Greeting** | Unacceptable behavior and languageUnfriendly and not courteous | Used typical behavior and language – did modify behavior to fit the interviewAttempts to be courteous to all in interview setting | Acceptable behavior, well mannered, professionalism somewhat lackingCourteous to all involved in interview | Professional behavior and language (handshake, “hello”,” thank you “, etc.)Friendly and courteous to all involved in interview |  |
| **Communication** | Speaking is unclear – very difficult to understand message of what is being said (i.e. mumbling)Volume is inappropriate for interview (i.e. spoke too loudly, too softly) | Speaking is unclear – lapses in sentence structure and grammarVolume is uneven (varied) | Speaking is clear with minimal mistakes in sentence structure and grammarVolume is appropriate | Speaks clearly and distinctly with no lapse in sentence structure and grammar usage; speaks concisely with correct pronunciationVolume conveys business tone |  |
| **Body Language** | Fidgeted – (i.e., constant movement of hands and feet); none or very poor use of physical gestures, facial expressions and body movements detracted from the interview process | Fidgeted –(i.e., movement of hands and feet frequently);minimal use of physical gestures, facial expressions and body movements in a manner which enhanced the interview process | Minimal fidgeting (i.e., occasionally shifting); average use of physical gestures, facial expressions and body movements in a manner which enhanced the interview process | No fidgeting; consistently used physical gestures, facial expressions and body movements in a manner which enhanced the interview process |  |
| **Posture and Eye Contact** | Does not look at persons involved in the interview process; keeps head down; minimal eye contact; does not have good posture; slouching | Sits up straight; average posture; establishes eye contact with interviewers during the interview 70 -80% of the time | Sits up straight, good posture; establishes eye contact with interviewers during the interview 80 -90% of the time | Sits up straight, excellent posture; looks relaxed and confident; establishes eye contact with interviewers during the interview 90-100% of the time |  |
| **Politeness** | Several times, the student interrupted or hurried the person doing the interviewing; forgot to thank person(s) | Student interrupted or hurried the interviewer 3-5 times during the course of the interview, thanked the person after the interview | Student interrupted or hurried the interviewer 1-2 times during the course of the interview, thanked the person after the interview | Student never interrupted or hurried the interviewer and thanked them after the interview |  |
| **General Attitude** | Lack of interest and enthusiasm about the interview; passive and indifferent | Somewhat interested in the interview; shows little enthusiasm  | Shows basic interest in the interview; shows some enthusiasm | Appropriately interested and enthusiastic about the interview process |  |
| **Responses to Questions** | Answers with “yes’ or “no” and fails to elaborate or explain; talks negatively about past employers | Gives well-constructed responses, but sounds rehearsed or unsure | Gives well-constructed responses, does not sound rehearsed, student somewhat hesitant or unsure | Gives well-constructed, confident responses that are genuine |  |
| **Candidate Integrity** | Responses are inconsistent or contradictory. No concrete or specific examples used Candidate provided no verifiable information for claims, and/or claims may be exaggerated or even appear manufactured | Responses are somewhat inconsistent or contradictory Concrete and specific examples occasionally used Candidate provides some verifiable information for claims | Responses are generally consistent Concrete and specific examples often used Candidate provides verifiable information for most claims | Responses are all consistent Concrete and specific examples are used Candidate provides verifiable information for all claims |  |
| **Overall Demonstration of Interview Skills** | Demonstration of poor interview skills with little confidence displayed | Demonstrated limited proficiency; limited demonstration of competent interview skills in a generally confident manner | Demonstrated average proficiency; average demonstration of competent interview skills in a generally confident manner | Highly proficient; appropriately utilized interview skills in an enthusiastic, motivating and engaging manner |  |
| Total out of 80 points possible (10 topics x 8 max possible)* ½ point scoring is appropriate for this section (i.e. 7.5, 6.5. 3.5, etc.)
 | **Total** |

Basic interview questions:

* [Tell me about yourself](https://www.monster.com/career-advice/article/intreview-tell-me-about-yourself).
* What are your [strengths](https://www.monster.com/career-advice/article/focus-on-your-strengths)?
* What are your [weaknesses](https://www.monster.com/career-advice/article/recruiter-roundtable-the-weakness-question-hot-jobs)?
* [Why do you want this job?](https://www.monster.com/career-advice/article/how-to-answer-question-why-do-I-want-this-job)
* [Where would you like to be in your career five years from now?](https://www.monster.com/career-advice/article/how-to-answer-job-interview-question-where-do-want-to-be-in-5-years)
* [What's your ideal company?](https://www.monster.com/career-advice/article/how-to-answer-job-interview-question-your-ideal-company)
* [What attracted you to this company?](https://www.monster.com/career-advice/article/how-to-answer-question-why-do-I-want-to-work-here)
* [Why should we hire you?](https://www.monster.com/career-advice/article/why-should-we-hire-you)
* [What did you like least about your last job?](https://www.monster.com/career-advice/article/like-least-about-your-last-job)
* When were you most satisfied in your job?
* What can you do for us that other candidates can't?
* What were the responsibilities of your last position?
* What do you know about our company?
* Are you willing to relocate?
* [Do you have any questions for me?](https://www.monster.com/career-advice/article/interview-do-you-have-any-questions)

Behavioral interview questions:

* [What was the last project you led, and what was its outcome?](https://www.monster.com/career-advice/article/how-to-answer-job-interview-question-what-was-last-project-led-outcome)
* Give me an example of a time that you felt you went above and beyond the call of duty at work.
* Can you describe a time when your work was criticized?
* Have you ever been on a team where someone was not pulling their own weight? How did you handle it?
* Tell me about a time when you had to give someone difficult feedback. How did you handle it?
* What is your greatest failure, and what did you learn from it?
* [How do you handle working with people who annoy you?](https://www.monster.com/career-advice/article/how-to-answer-job-interview-question-working-with-annoying-people)
* If I were your supervisor and asked you to do something that you disagreed with, what would you do?
* Give me an example of a time you did something wrong. [How did you handle it?](https://www.monster.com/career-advice/article/how-to-answer-job-interview-question-when-did-do-something-wrong-0922)
* Tell me about a time where you had to deal with conflict on the job or at school.
* What assignment was too difficult for you, and how did you resolve the issue?
* What's the most difficult decision you've made in the last two years and how did you come to that decision?
* Describe how you would handle a situation if you were required to finish multiple tasks by the end of the day, and there was no conceivable way that you could finish them.

Career development questions:

* What are you looking for in terms of career development?
* How do you want to improve yourself in the next year?
* What kind of goals would you have in mind if you got this job?
* If I were to ask your last supervisor to provide you additional training or exposure, what would she suggest?

Getting started questions:

* How would you go about establishing your credibility quickly with the team?
* How long will it take for you to make a significant contribution?
* What do you see yourself doing within the first 30 days of this job?

More questions about you:

* [How would you describe your work style?](https://www.monster.com/career-advice/article/describe-your-work-style-question)
* [What would be your ideal working environment?](https://www.monster.com/career-advice/article/ideal-work-environment-question)
* Give examples of ideas you've had or implemented.
* What techniques and tools do you use to keep yourself organized?
* If you had to choose one, would you consider yourself a big-picture person or a detail-oriented person?
* Tell me about your proudest achievement.
* What kind of personality do you work best with and why?
* What are you most proud of?
* What do you like to do?
* What do you ultimately want to become?
* What is your personal mission statement?
* What three character traits would your friends use to describe you?
* List five words that describe your character.
* Who has impacted you most and how?
* What is your greatest fear?
* What is your biggest regret and why?
* What's the most important thing you learned in school?
* What is your greatest achievement outside of work?
* What are the qualities of a good leader? A bad leader?
* Do you think a leader should be feared or liked?
* How do you feel about taking no for an answer?
* What's the last book you read?
* What's the best movie you've seen in the last year?
* Who are your heroes?
* What do you like to do for fun?
* What do you do in your spare time?