**Mock Interview Rubric**

Student Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date and Time of Interview: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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| Criteria | weight | 4 | 3 | 2 | 1 |
| **Introduction** | 20% | Greeting is present, Interview process began with a firm handshake and eye contact. | Greetings are 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 interview tone.  Spoke with determined confidence. Applicant appeared friendly and courteous | Good interview tone. | Speech is too soft, unable to hear applicant at times. | Unable to understand applicant. |
| **Poise** | 20% | Good posture is used. Eye contact is maintained. No nervous habits are exhibited.  Applicant spoke clearly and avoided slang or “fillers” such as “umm,” like” and “you know.” | 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. Applicants answered questions by using career-oriented responses. | 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. |
| Overall Feedback and Comments: | | | | | |