

Objective	Exceeds Expectations	Meets Expectations	Below Expectations	Not Demonstrated
Demonstrates the ability to understand and respond to interview questions	Answers are relevant and fully support knowledge of position/duties	Answers are relevant to the question asked	Answers are not relevant to question asked	Does not answer questions
Relates previous experiences/activities with positions' duties and skills necessary to succeed	Multiple previous experiences/activities mentioned and are clearly related to position's duties or skills necessary for success	One previous experience/activity mentioned and is clearly related to position's duties or skills necessary for success	One previous experience/activity mentioned but not related to position's duties or skills necessary for success	No evidence of previous experience/activities
Possesses knowledge about the position and career field	Extensive knowledge of both the career field and position demonstrated	Comprehensive knowledge of the career field or understanding of the position demonstrated	Has limited knowledge of the career field or understanding of the position	No evidence of position or career field knowledge
Asks questions that demonstrate and interest in the organization and understanding of the career field	Question(s) asked that are directly related to both the organization and understanding of the career field	Question asked that is related to the organization or understanding of the Career field	Question asked, but it is not related to the organization or understanding of the Career field	No question asked
Demonstrates proper greeting, introduction, and closing	Creative in their introduction of themselves and asks for or provides follow-up action in the conclusion	Strong greeting, introduction, AND closing	Greeting, introduction, OR closing was weak	Does not use proper greeting, introduction, OR closing
Demonstrates strong self-confidence, appropriate assertiveness, and enthusiasm	Led the interview process and effectively used interview time	Used strong eye contact, appropriate assertiveness, AND enthusiasm	Demonstrated minimal self-confidence, assertiveness, AND enthusiasm	Did not demonstrate self-confidence, assertiveness, OR enthusiasm
Demonstrates proper verbal and nonverbal communication skills	Verbal communication skills are excellent; nonverbal communication is natural	All questions were clearly answered using good grammar and appropriate body language	Verbal and/or nonverbal communication skills are weak or distracting	Verbal AND nonverbal communication skills are inappropriate

Mock Interview Rubric

Objective	Exceeds Expectations	Meets Expectations	Below Expectations	Not Demonstrated
Resume	Excellent grammar/formatting, detailed description of experiences and skills, paper is of good quality	Few errors (grammatical/format), needs more details about experience, could improve on phrasing, paper is in good shape	Poor formatting, quite a few grammatical errors, little to no experience, paper is folded in half	No resume given or resume given, but very little info, paper is folded and crinkled, poor formatting, no experience
Dress/Appearance	Immaculate appearance. Choice in clothes is acceptable for the type of interview. Very well-groomed (shirt tucked in, jewelry blends with clothing, minimal wrinkles).	Overall neat appearance. Choice in clothes could have been better for the type of interview. Well-groomed (minimal wrinkles, no visible stains).	Appearance is somewhat untidy. Choice in clothing is inappropriate (shirt untucked, t-shirt, too much jewelry, etc.). Grooming attempt is evident.	Overall appearance is unprofessional. Choice in clothing inappropriate (torn, unclean, wrinkled) for a job interview. Poor grooming

We are incredibly grateful for your participation in the Mock Interview process. Mock Interview Rubric data will be utilized to help students reflect on their strengths and areas for improvement.

Please provide feedback for each student on the Electronic Rubric

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