

# INTERVIEW RUBRIC

	<b>Excellent interview</b>	<b>Average interview</b>	<b>Interviewing skills need significant improvement</b>
<b>First Impressions</b>	Your appearance is professional; you are wearing appropriate attire. You greet and shake hands with your interviewer correctly. Your conversation is enthusiastic and engaging.	You look nice, but not interview appropriate. Your greeting is appropriate, but you forget to shake hands with your interviewer. Your conversation is enthusiastic and engaging.	Your attire is unprofessional (flip flops, shorts, revealing clothing). You do not greet or shake hands with your interviewer. Your conversation is not energetic.
<b>Interview Content</b>	You are knowledgeable about the organization and position. You display poise and confidence. You relate your skills to the job very well. You provide your resume.	You are knowledgeable about the position, but not about the organization. You display adequate confidence in your answers. You state your skills but do not adequately relate them to the job. You provide your resume after prompting.	You are not knowledgeable about the position or organization. You are not confident in answering questions about yourself. You do not state the skills you have to do the job. You do not provide a resume.
<b>Interview Skills/Techniques</b>	You have excellent eye contact with your interviewer (without staring). Your language and grammar are appropriate. (No use of "um".) Your speed of speech is easy to follow and understand.	You have adequate eye contact. Your language and grammar are adequate. You use "um" and other inappropriate terms, but not enough to disrupt the interview. You speak a little too quickly or slowly.	You don't maintain eye contact with your interviewer (you may even look at the floor or ceiling) when speaking. Your grammar and language are inappropriate. You speak too quickly or slowly.
<b>Closing</b>	You successfully convey your interest in the position. You ask appropriate questions, and what the next steps are. You thank the interviewer.	You convey some interest in the position. You are not prepared to ask questions and don't ask what the next steps are. You thank the interviewer.	You do not show any interest in the position. You do not ask any questions or what the next steps are. You do not thank the interviewer.

Source: National Association of Colleges and Employers

CONTACT US:  
740.588.1377  
CAREER SERVICES  
Tracey Porter [tporter2@zane.state.edu](mailto:tporter2@zane.state.edu)

