**MOCK INTERVIEW SCORING RUBRIC**

Name\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Interviewed by:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Score \_\_\_\_\_\_\_\_\_\_\_\_\_

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| **Competency** | *Needs Work 1pt* | *Better 3pts* | *You’re Hired 5pts* |
| **First Impressions** | Shows up for the interview, does not shake hands, and/or chews gum; does not bring a copy of resume | Shows up for the interview with a copy of the resume in hand. Shake hands, not optimal posture | Shows up for the interview with a copy of the resume in hand. Shake hands, smiles, composed body language |
| **Interview Skills/**  **Techniques** | Looks at the floor or ceiling when speaking. Grammar and language are not appropriate. Say “um” or “and” too many times. Speak too fast or too slow. | Adequate eye contact with your interviewer. Language and grammar are adequate. Say  “um” or “and” a few times, but not enough to disrupt  the interview. Speak a little too fast or too slow | Excellent eye contact with interviewers without staring. Language and grammar is appropriate. Do not use “um” or “and”. Speak at the right speed. |
| **Personal Attributes** | Overbearing, overaggressive, egotistical; or shy, reserved, and/or overly nervous | Somewhat nervous, some lapses in eye contact; speaks too loudly or softly, | Confident and poised during interview; right volume used, humor, correct grammar |
| **General Attitude** | Lack of interest and enthusiasm passive and indifferent; or overly enthusiastic | Seems interested but could be better prepared or informed on certain topics | Interested and enthusiastic about the interview |
| **Self-Promoting** | Answers questions in generalities with no reference to personal strengths, skills and abilities. | Answers a few questions with some reference to personal strengths, skills and abilities | Answers questions with reference to strengths, skills and abilities and how these will contribute to the position |
| **Responses** | Answers with "yes" or "no" and fails to elaborate or explain; | Gives well-constructed responses, but sounds rehearsed or unsure | Gives well-constructed, confident responses that are genuine and give specific examples. |
| **OVERALL possible 30 pts** |  |  |  |

Check the correct box for each competency. After the interview total each column. Add totals. Write total score in upper right hand corner.