

## JOB INTERVIEW SCORING RUBRIC

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

Time of Interview: \_\_\_\_\_ Time Arrived: \_\_\_\_\_

Position: \_\_\_\_\_ Interviewed by: \_\_\_\_\_

<b>Competency</b>	<i>Needs Work</i>	<i>Better</i>	<i>Best</i>
<b>First Impressions</b>	Shows up late for the interview, does not shake hands, and/or chews gum; does not bring a copy of the resume or references	Shows up on time for the interview with a copy of the resume in hand	Shows up early for the interview with a copy of the resume in hand
<b>Preparation</b>	Knows nothing about the company or seems to make up information as he/she goes along	Knows some general information about the company and/or its purpose	Has researched the company and the position thoroughly and is apparent by answers given in response to questions
<b>Personal Attributes</b>	Overbearing, overaggressive, egotistical; or shy, reserved, and overly nervous	Somewhat nervous, some lapses in eye contact; speaks too loudly or softly	Good eye contact and poise during interview; confident
<b>General Attitude</b>	Lack of interest and enthusiasm about the position; passive and indifferent; or overly enthusiastic	Seems interested in the position but could be better prepared or informed on certain topics	Interested in the position and enthusiastic about the interview
<b>Personal Appearance</b>	Dressed way below what is expected for someone in that position or "overdoes it" (too	Dressed similar to what employees in that position would wear or in business casual clothes.	Dressed in appropriate business attire; no sandals, tennis shoes, t-shirts, shorts, short skirts,

	much makeup, jewelry, cologne, etc.)		etc.
<b>Responses</b>	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, confident responses that are genuine
<b>OVERALL</b>			