

Mock Interview Scoring Rubric

Name: _____

Key Elements	Not Acceptable = 1 pt	Acceptable = 3 pts	Exemplary = 5 pts	Comments
Greeting/ First Impressions	Turns up late; not dressed appropriately; does not shake hands and/or greet interviewer(s); does not bring a copy of resume or is otherwise unprepared; lackluster and distracted	Turns up on time; dressed appropriately for the position; has resume/other relevant materials ready; and to hand; greeting acceptable, but not engaged or engaging	Turns up on time/early; appropriately/professionally dressed; has resume/other material ready; Clear enthusiastic greeting and maintains direct, respectful eye contact and relaxed body language	
Poise/Voice	Posture slumped or shifting; fidgeting with feet or hands; looks at the floor or ceiling when speaking and makes no eye contact; grammar and language are not appropriate (eg "um" or "like"); voice too soft or loud/too fast or slow	Posture generally acceptable with relatively little fidgeting; adequate eye contact that is clear on important points; language and grammar acceptable with relatively few verbal ticks; voice usually clear and consistent	Posture calm and confident; no fidgeting and excellent eye contact without staring; language, grammar and voice clear and fluid without verbal ticks and use of appropriate humor	
Interview Technique / Preparation	Not paying attention to what is being asked and didn't answer questions directly or completely; had not thought about how they wanted to answer key and obvious questions about themselves or what they had to offer the organization; not prepared or knowledgeable about the organization/ position; could not clearly articulate why they were suited or their own background/ education/ or experience	Didn't answer important questions clearly or completely; had prepared some answers in advance to the point they sounded false or rehearsed; had done only basic research into the organization/position; had thought about how their background/ education/experience but were not fluid in their answers as to how that connected to the organization	Listened carefully to what was being asked and answered each question clearly and completely; had prepared answers to some questions without sounding stilted or rehearsed; Knowledgeable about organization/ position; able to promote themselves and explain their background/ education/ experience without sounding gushy, arrogant or pushy	
Self-Promoting/ General Attitude	Answers questions in generalities with no reference to personal strengths, skills and abilities; lack of interest and enthusiasm passive and indifferent; or overly enthusiastic	Answers a few questions with some reference to personal strengths, skills and abilities; seems interested but could be better prepared or informed on certain topics	Answers questions with reference to strengths, skills and abilities and how they contribute to the position; interested and enthusiastic about the interview, people interviewing, organization and process	
Closing	Has no closing statement or questions (or only obvious/inappropriate questions); shows no interest in the position or next steps; does not shake hands or thank the interviewer	Has a weak closing statement and only relatively weak questions; shows only lukewarm interest in the position or the process; unenthusiastically thanked the interviewer and/or shook hands	Strong, enthusiastic closing/summary of their interest in the position; has a number of engaging and relevant questions that have been prepared in advance and come from the interview; engaged with the process going forward	
Overall Possible: 25 points				