***Job Interview Rubric***

**Name:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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| ***Criteria*** | ***Extending*** | ***Proficient*** | ***Developing*** | ***Emerging*** |
| *Appearance* | Overall appearance very neat; choice of clothing is appropriate for any job interview; very well-groomed | Overall neat appearance; choice of clothing is appropriate for most interviews; well groomed | Appearance is somewhat untidy; choice of clothing is inappropriate; some grooming is evident | Appearance is untidy; choice of clothing is inappropriate for any job interview; poor grooming |
| *Greeting* | Professional behaviour and language (handshake, hello, thank you, etc.); friendly and courteous | Acceptable behaviour, well-mannered; professionalism somewhat lacking; courteous | Used typical behaviour and language - did not modify behaviour to fit the interview; somewhat courteous | Unacceptable behaviour and language; unfriendly and not courteous |
| *Communication* | Speaks clearly and distinctly; no stumbles or “tics” (um, ah, like, etc.); volume is appropriate and business-like | Speaks clearly with few stumbles or “tics”; volume is appropriate | Speech is unclear or hard to understand; many “tics”; volume is uneven | Speech is difficult to understand; “tics” make message unclear; volume is inappropriate |
| *Body Language* | No fidgeting; uses physical gestures/facial expressions to enhance the interview | Minimal fidgeting; some effective use of gestures and facial expressions to enhance the interview | Fidgeting; minimal use of effective gestures and facial expressions | Fidgeting; no effective use of gestures or facial expressions |
| *Responses to Questions* | Gives well-constructed, confident, thoughtful responses | Gives well-constructed answers; some hesitation or uncertainty | Responses are somewhat well-constructed; sounds uncertain | Responses are too simple (yes/no, etc.); negative descriptions of other people |
| *Overall Demonstration of Interview Skills* | Highly effective; enthusiastic and engaging | Proficient interview skills; confident | Limited demonstration; minimal confidence | Poor interview skills; little to no confidence |

What area do you think you excelled in? Why is this an area of strength for you?

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What area do you know you need to work on? How will you do that?

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