

Interview Rubric

| | Excellent interview: You should get a job offer! | Average interview: You could get called back, but it is not certain. | Interviewing skills need significant improvement: You would not get this job. |
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| First Impressions | Your appearance is professional; you are wearing a business suit. You greet and shake hands with your interviewer correctly. Your conversation is enthusiastic and engaging. | You look nice, but you do not wear a suit. Your greeting is appropriate, but you forget to shake hands with your interviewer. Your conversation is enthusiastic and engaging. | Your attire is unprofessional: You wear jeans or shorts to the interview. You do not greet or shake hands with your interviewer. Your conversation is not energetic. |
| Interview Content | You are knowledgeable about the organization and position. You display poise and confidence. You relate your skills to the job very well. | 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 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. |
| Interview Skills / Techniques | You have excellent eye contact with your interviewer (without staring). Your language and grammar are appropriate. (No use of "um".) You speak at the correct speed. | You have adequate eye contact with your interviewer. 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 too slowly. | You look at the floor or ceiling when speaking. Your grammar and language are inappropriate. You speak too quickly or too slowly. |
| Closing | You successfully convey your interest in the position. You ask appropriate questions. You thank the interviewer. | You convey some interest in the position. You are not prepared to ask questions. You thank the interviewer. | You do not show any interest in the position. You do not ask any questions. You do not thank the interviewer. |

by Amy Diepenbrock. Courtesy of the [National Association of Colleges and Employers](#).