Mock Interview Grading Rubric

Job Applicant _____   Interviewer _____

Position Sought _____   Date _____

First Impressions/Image & Appearance…	**+ ✓ −**
Applicant expresses optimism and energy in initial greeting; offers a solid handshake	
Applicant is well groomed, has good hygiene, and is appropriately dressed	
Applicant smiles and speaks clearly and distinctly; words are not mumbled	
Additional comments:	

Nonverbal Behavior/Body Language	**+ ✓ −**
Applicant demonstrates professionalism; sits squarely in chair; has good posture	
Applicant demonstrates openness and receptiveness; open position (arms not crossed)	
Applicant demonstrates interest and enthusiasm; leans slightly forward; uses facial expressions	
Applicant demonstrates confidence and attentiveness; maintains good eye contact	
Applicant maintains poise; appears relaxed; doesn't shift and fidget excessively	
Additional comments:	

Verbal Communication/Key Interview Content	**+ ✓ −**
Applicant responds with concise, organized, and well thought-out answers	
Applicant articulates ideas clearly and uses proper grammar and appropriate vocabulary	
Applicant demonstrates research and understanding of the desired career, position and employer	
Applicant illustrates strengths and skills through relevant examples	
Applicant relates past achievements to skills used in the job	
Applicant avoids flat "yes" or "no" answers	
Applicant discusses a weakness honestly but neutralizes it by explaining steps taken to improve	

Verbal Communication/Key Interview Content	+ ✓ —
Applicant asks appropriate questions about the job and employer	
Additional comments:	

Closing the interview	+ ✓ —
Applicant inquires about timeframe and next actions to be taken	
Applicant thanks interviewer by name and acquires appropriate contact information for follow up.	
Additional comments:	

Based on overall impression of your interview	+ ✓ —
You're hired!	
You may get the job, but you haven't edged out the competition yet	
You need more practice and preparation before going on job interviews	
Additional comments:	