

Northwood-Kensett Interview Rubric

Category: Senior Interview

Teacher : Mrs. Faugstad (& Mrs. Hansen)

Student _____

Northwood-Kensett High School: English 12

Criteria	1	2	3	4	Score
Greeting	<ul style="list-style-type: none"> ▪ Unacceptable behavior and language ▪ Unfriendly and not courteous ▪ No Handshake (<i>if applicable</i>) 	<ul style="list-style-type: none"> ▪ Used typical behavior and language – did modify behavior to fit the interview ▪ Attempts to be courteous to all in interview setting 	<ul style="list-style-type: none"> ▪ Acceptable behavior, well mannered, professionalism lacking ▪ Courteous in interview ▪ Handshake (<i>if applicable</i>) 	<ul style="list-style-type: none"> ▪ Professional behavior and language (handshake, “hello”, “thank you”, eye contact, etc.) ▪ Friendly and courteous in interview ▪ Firm Handshake (<i>if applicable</i>) 	
Communication	<ul style="list-style-type: none"> ▪ Presentation shows lack of interest ▪ Speaking is unclear – very difficult to understand message of what is being said (ex. mumbling) ▪ Facts about job not included ▪ Volume is inappropriate for interview (ex. Spoke too loudly, too softly) 	<ul style="list-style-type: none"> ▪ Showed some interest ▪ Speaking is unclear– lapses in sentence structure and grammar ▪ Knowledge of job is minimal <p>Volume is uneven (varied)</p>	<ul style="list-style-type: none"> ▪ Showed interest throughout the interview ▪ Speaking clearly ▪ Minimal mistakes in sentence structure and grammar ▪ Knowledge and facts are included/shared ▪ Volume is appropriate 	<ul style="list-style-type: none"> ▪ Very attentive ▪ Speaking clearly ▪ Appropriate use of sentence structure and grammar ▪ Commitment & enthusiasm for job is conveyed ▪ Volume conveys business tone 	
Body Language	<ul style="list-style-type: none"> ▪ Fidgeted – ex. constant movement of hands and feet ▪ Lack of eye contact ▪ Slouching all the time 	<ul style="list-style-type: none"> ▪ Fidgeted – ex. movement of hands and feet frequently ▪ Eye contact is made intermittently ▪ Occasionally slouching 	<ul style="list-style-type: none"> ▪ Minimal fidgeting (ex. occasionally shifting) ▪ Occasional loss of eye contact ▪ Brief slouching, but quickly correcting self 	<ul style="list-style-type: none"> ▪ No fidgeting ▪ Eye contact made ▪ Sitting straight in chair 	
Responding to Questions	<ul style="list-style-type: none"> ▪ Inappropriate answers to questions ▪ Did not attempt to answer questions 	<ul style="list-style-type: none"> ▪ Gives inaccurate answers ▪ Attempts to answer questions 	<ul style="list-style-type: none"> ▪ Answers are acceptable and accurate ▪ Answers questions 	<ul style="list-style-type: none"> ▪ Thorough answers to questions 	
Appearance	<ul style="list-style-type: none"> ▪ Overall appearance is untidy ▪ Choice in clothing is inappropriate for any job interview (torn unclean, wrinkled) ▪ Poor grooming 	<ul style="list-style-type: none"> ▪ Appearance is somewhat untidy ▪ Choice in clothing is inappropriate (shirt untucked, tee-shirt, too much jewelry, etc.) ▪ Grooming attempt is evident 	<ul style="list-style-type: none"> ▪ Overall neat appearance ▪ Choice in clothing is acceptable for the type of interview <ul style="list-style-type: none"> ▪ Well groomed (ex. Shirt tucked in, jewelry blends with clothing, minimal wrinkles) 	<ul style="list-style-type: none"> ▪ Overall appearance is very neat ▪ Choice in clothing is appropriate for any teen job interview ▪ Very well groomed (hair, make-up, clothes pressed, etc.) ▪ Overall appearance is businesslike 	
Asking Questions	No questions asked	Student asked questions that were not related to the job	Asked questions relating to the desired position	<ul style="list-style-type: none"> ▪ Asked questions relating to the desired position. (Evidence is shown that the applicant had researched the business or career field) 	
Total (Teachers will calculate at a later time)					

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Comments from Interviewer:

What suggestions for improvement would you give to this student?

Would you hire this student based on his/her interview?

10	9	8	7	6	5	4	3	2	1
Yes, Definitely			Probably		Maybe		Probably Not		Definitely Not