

Mock Interview Grading Rubric

Date: _____

STUDENT: _____

INTERVIEWER: _____

SCORE: 5= Excellent, 4=Very Good, 3= Good/Average, 2=Poor, 1= Very Poor

	5	4	3	2	1	Comments
FIRST IMPRESSION						
Showed up on time & Organized	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Firmly shook hands of interviewer, smiled and greeted	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Had resume/references and offered professional copies	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Greeted and maintained eye contact	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Dressed appropriately	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Posture (sat up straight, etc.)/Hand and facial movements were natural	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
VERBAL BEHAVIORS & QUALITY OF RESPONSE						
Presented an effective 30 second intro	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Answered questions completely, yet briefly	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Utilized STAR format for Behavioral Questions	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Understood company needs/Emphasized qualifications	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Understood position/Pointed out work related skills	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Displayed enthusiasm	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Effectively described skills, strengths, weaknesses	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Demonstrated knowledge about the company	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Referenced specific items on resume	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Responded to questions promptly, but not hurriedly	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Asked appropriate questions of the interviewer	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Spoke clearly and at a reasonable volume	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Avoided use of filler/empty words, slang, etc.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
<u>OVERALL PREPARATION</u>						
POINTS AVAILABLE 100	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
POINTS EARNED _____						
GRADE _____ %						

HOW YOU DID:	TOTAL SCORE RANGE
YOU'RE HIRED!!!	90 - 100
<ul style="list-style-type: none"> • Resume was printed and presented in a professional manner • Showed up on time in appropriate attire • Demonstrates confidence through voice, body language, and eye contact. • Provides detailed and specific answers to questions • Sells skills and references previous experience 	<ul style="list-style-type: none"> • Clearly explains how skills and qualities match the job description • Asks thoughtful questions and demonstrates preparedness • Maintains a professional attitude and demeanor • Very clear and concise manner of speaking; avoids use of filler words • Demonstrates above-average maturity (professional, articulate, manners).
WE'RE CONSIDERING YOU...	80 - 89
<ul style="list-style-type: none"> • Resume was printed and presented in a professional manner • Showed up on time and in attire that was mostly appropriate • Decent poise, body language and eye contact • Somewhat confident • Provides specific answers to questions • Sells some skills 	<ul style="list-style-type: none"> • Displays some skills and qualities that match the job description • Asks some thoughtful questions and shows some signs of having done research on the company and position • Interviewee is usually professional when responding • Clear manner of speaking; used some filler words (um, uh, like, etc.) • Noticeable maturity (professional, articulate, manners).
WE MIGHT HAVE HIRED YOU, BUT...	60 - 79
<ul style="list-style-type: none"> • Resume was not presented or needed work • Showed up late and/or dressed semi-professionally • Not enough poise, body language indicated lack of interest, some eye contact made • Confidence is not convincing • Specific answers to some questions, others too general • Comes off as too inexperienced; vague in selling skills 	<ul style="list-style-type: none"> • Appears to have some communication problems • Skills do not match job description; lacks preparedness in research • Attempts to be professional when responding; • Manner of speaking is comprehensible, but sometimes a bit unclear; frequent use of filler words (um, uh, like, etc.) • Some maturity is evident (professional, articulate, manners).
DON'T CALL US, WE'LL CALL YOU...	20 - 59
<ul style="list-style-type: none"> • Resume was not presented • Showed up late and/or dressed unprofessionally • No poise, poor body language and little to no eye contact • Lack of confidence • Answers to questions are not sufficient, relevant or convincing • Inexperience is obvious 	<ul style="list-style-type: none"> • Does not display skills and abilities that are relevant to the position • Does not appear to have done any company research and is generally unprepared • Comes off as undependable and unprofessional • Manner of speaking is unclear, jumbled or poorly worded • Interviewee needs more experience and maturity
ADDITIONAL COMMENTS:	

To help grade the STAR format questions.

Behavioral based questions are a good way to see how a person learns from a potential negative situation by using it as a learning experience and flipping it into a positive.

STAR stands for:

Situation: Tell your listener what event took place.

Task: What was your role in this situation?

Action: What did you do?

Result: What did your actions lead to?

Many interviews will cover a variety of questions in a variety of ways. In general, most questions can be boiled down four categories. Below are a list of the most common questions in an interview. Feel free to pull from it or to use your own questions to help gauge the student interns industry terminology & readiness.

Types of questions and what they mean...

1. Zinger

- a. No Right Answer
- b. Watching how quick you can adapt to being thrown off guard
- c. Analyzing your problem solving method

2. Behavior Based

- a. Mainly looking to see how you respond to negative situations

3. Skill Based

- a. Do you speak the language/Understand the industry terminology?
- b. How can you make me money

4. Personality

- a. Do I like you enough to spend 40 hours a week with you?

Can you tell me a little about yourself?
How did you hear about the position?
What do you know about the company?
Why do you want this job?
Why should we hire you?
What are your greatest professional strengths?
What do you consider to be your weaknesses?
What is your greatest professional achievement?
Tell me about a challenge or conflict you've faced at work, and how you dealt with it.
Where do you see yourself in five years?
What's your dream job?
What other companies are you interviewing with?
Why are you leaving your current job?
Why were you fired?
What are you looking for in a new position?
What type of work environment do you prefer?
What's your management style?
What's a time you exercised leadership?
What's a time you disagreed with a decision that was made at work?
How would your boss and co-workers describe you?
Why was there a gap in your employment?
Can you explain why you changed career paths?
How do you deal with pressure or stressful situations?
What would your first 30, 60, or 90 days look like in this role?
What are your salary requirements?
What do you like to do outside of work?
If you were an animal, which one would you want to be?
How many tennis balls can you fit into a limousine?
1,000? 10,000? 100,000? Seriously?
What do you think we could do better or differently?
Do you have any questions for us?