

Interview Rubric

- Use this rubric as a self-check both before and after your interview.
- Hiring decisions are based upon an interviewer’s assessment of: personality, skills, career ambitions, experience, time management, and ability to communicate among others.
- Employers are assessing all of the factors and determining whether or not you are the right fit for their organization.

	Strike	Hit	Home-Run
First Impressions	<ul style="list-style-type: none"> • Attire is not professional—you wear casual clothes • Handshake is limp • Conversation not energetic • Too much cologne/make-up/jewelry • Wear hat/cap, chew gum • Talk or text on cell phone • Appear overbearing, conceited, know-it-all • Arrive late without good reason 	<ul style="list-style-type: none"> • Look OK, but do not wear a suit • Greeting is appropriate, but you forget to shake hands with interviewer • Conversation is engaged, but passive • Put your cell phone on vibrate 	<ul style="list-style-type: none"> • Appearance is professional—you are wearing a business suit • Greet and shake hands with your interviewer correctly • Conversation is enthusiastic and engaging • Cell phone is off • Looked on LinkedIn for profile of person you will be interviewing with
Interview Content	<ul style="list-style-type: none"> • Not knowledgeable about position or organization • Not confident answering questions about yourself • Don’t state the skills you have to do this job • Can’t articulate how you’d be a good fit for position • Unaware of own strengths & weaknesses • Speak negatively about past job/supervisor 	<ul style="list-style-type: none"> • Are knowledgeable about position, but don’t know much about the organization • Display adequate confidence in your answers • State your skills, but do not adequately relate them to the job • Can’t articulate why you’d like to work there 	<ul style="list-style-type: none"> • Are knowledgeable about both the position and the organization • Display poise and confidence • Relate your skills to the job very well
Interview Skills/ Techniques	<ul style="list-style-type: none"> • Look at the floor or ceiling when speaking • Grammar and language are not appropriate • Frequent use of “um”, “and”, “like”, “you know” • Talk too fast or too slow • Slouch in chair • Don’t answer question or pick up on nuance 	<ul style="list-style-type: none"> • Have adequate eye contact with interviewer • Language & grammar is adequate • Infrequent use of “um”, “and”, etc. • Talk a little too fast/slow • Answer questions in a round about way • Don’t offer specific examples 	<ul style="list-style-type: none"> • Have excellent eye contact with interviewer(s) without staring • Language & grammar is appropriate • Speech pattern is smooth & connected and at the right speed • Listen actively • Offer specific examples relating past experience to aspects of job
Closing	<ul style="list-style-type: none"> • Do not show any interest in the position • Do not ask any questions • You ask about salary • You do not thank the interviewer or ask for a business card 	<ul style="list-style-type: none"> • Convey some interest in position • Not prepared to ask any questions • Thank the interviewer, but forget to ask for business card • Leave not knowing when you might hear from employer again 	<ul style="list-style-type: none"> • Successfully convey your interest in position • Ask appropriate questions to interviewer • Thank interviewer and ask for business card(s) • Ask what the next step is in interviewing process, when you might hear from them, best way to be in touch • Follow-up with thank you note, email or letter within 24 hours