

Name \_\_\_\_\_ Prog. \_\_\_\_\_ **2019 Job Interview Contest Rubric - Round 2**

Category	0 - 2 Poor	3 - 4 Fair	5 - 6 Average	7 - 8 Good	9 - 10 Excellent	Score	Comments
Appearance	Student attire is inappropriate for interview.	Student appearance is untidy, unpolished, unprepared for interview.	Student attempted professional dress but lacks polish.	Student is dressed professionally.	Student is professional, well-groomed, neat, polished and ready for an interview. No jeans.		
Introduction & Greeting	Student did not introduce themselves before the interview.	Student introduced themselves, but made no eye contact and displayed little or no confidence.	Student introduced themselves, but struggled with eye contact and confidence.	Student presented themselves well before interview.	Student introduced themselves with confidence, a solid handshake, and eye contact.		
Interviewing Skills	Interview is brief because the student lacks the ability to carry on a conversation or answer questions with detail.	Student answers most questions well, but displays signs of self-consciousness or nervousness in his or her nonverbal communication.	Student answers questions and relates to the evaluators well.	Student shows confidence and personality during the interview. Answers questions well.	Student remains confident, poised, personable, relates well to evaluator, and answers questions clearly and effectively for the duration of the interview.	X3	
Professionalism	Student was unable or unwilling to answer some questions. Student is difficult to understand or uses language unfit for a professional interview.	Student responded to all questions, but without ease or accuracy. Student mumbles or uses slang inappropriately.	Student responded adequately to all questions. Student speaks clearly, but lacks a professional tone.	Student gave appropriate and relevant responses to questions. Student speaks clearly and attempts a professional tone.	Student responses to questions were appropriate, relevant to the position, and given without hesitation. Student speaks clearly with a professional tone.		

Category	0 - 5 Poor	6 - 9 Fair	10 - 13 Average	14 - 17 Good	18 - 20 Excellent	Score	Comments
Resume	Resume reflects a lack of effort and is unprofessional, crumpled, dirty, or contains teacher corrections.	Resume lacks polish. Has grammatical or spelling errors.	Resume has a mostly consistent layout, appears somewhat complete and looks neat and professional. No errors in grammar or spelling.	Resume has a consistent layout, appears mostly complete and looks neat and professional. Uses correct grammar and spelling.	Resume has an attractive layout, and appropriate for the industry, appears complete and looks neat and professional. Uses industry relevant language, correct grammar and spelling.		

Category	0 - 5 Poor	6 - 9 Fair	10 - 13 Average	14 - 17 Good	18 - 20 Excellent	Score	Comments
Cover Letter	Letter is incomplete or missing and contains more than 8 errors/corrections.	Letter is not neat and contains 7 or less grammatical or format errors/corrections.	Letter contains less than 5 format errors, or punctuation errors and is neat.	Letter is neat and complete with less than 3 errors.	Letter is neat, complete, and free of all errors.		

Additional Comments: \_\_\_\_\_ **Total Score** \_\_\_\_\_



