

Interviewer's name & position desired in: SALES/INVENTORY CLERK, TYLER HUNT Period \_\_\_\_\_

**Mock Job Interview Rubric**

Use the back section to write comments. Place points in the total boxes to the right of the rubric, then add up points & place total in the bottom box

CATEGORY	10 Points	7 Points	5 Points	2 Points	TOTAL
<b>Introduction</b>	Candidate introduced themselves and explained why they are interested in the job.	Candidate introduced themselves, but needed a reminder to explain why did they were there for the interview.	Candidate was reminded to introduce themselves and was reminded to explain why they were there for the interview.	Candidate did not introduce themselves and did not explain why they were there for the interview.	10
<b>Hand shake</b>			Candidate shook hands with the interviewer while maintaining eye contact.	Candidate did not shake hands with the interviewer while maintaining eye contact.	5
<b>Preparation</b>	Evidence that candidate came fully prepared to answer questions during the job interview.	Evidence that candidate came somewhat prepared to answer the questions during the job interview.	Little evidence that candidate came prepared to answer questions during the job interview	No evidence that candidate came prepared to answer questions for the job interview	7
<b>Resume</b>	Resume well organized, and easy to understand information, neat & free of errors	Resume is neat but lacks consistent pattern; few errors	Resume is missing key information, weak; looking OK, lacks structure	Resume is not neat, dirty; has grammatical errors, lacks structure/pattern	10
<b>Cover Letter</b> <i>APPLICATION</i>	Cover letter format is clear/strong; major section includes all info, professional, strong sentences	Cover letter format is present, not too strong, major section includes most info, inconsistencies, unclear, errors	Cover letter format is weak, major section missing info, less professional, weak, revise sentences, too many errors, difficult to understand	Cover letter format is not clear, hard to see, missing info in major section, not professional, need much revision, difficulty to follow, errors in most sentences	7 <del>5</del>
<b>Dress</b>	Appropriate clothes were worn for an interview. Professional clothes such as: clean, neat, suit, tie or dress; dress shoes.	An attempt to wear professional clothes was made, but too casual for a job interview. Such as: wearing khakis or polo; sneakers or slippers.	Clothes were too casual for an interview. Such as: clean, neat appearance but wearing jeans; flip flops.	Clothes were inappropriate for an interview. Examples are: sloppy, wrinkled, T-shirt with slogan, torn or tight jeans/pants, tight skirt & blouse, no shoes.	10
<b>Focus</b>	Candidate was focused and professional during the entire interview.	Candidate was somewhat focused and professional during the entire interview.	Candidate has difficulty focusing and acting in a professional manner.	Candidate showed very little evidence of focus or professionalism during the interview.	7
<b>Politeness</b>	Candidate never interrupted or hurried the interviewer and thanked them for the interview.	Candidate rarely interrupted or hurried the interviewer and thanked them for the interview.	Candidate did not interrupt the interviewer, but did not thank the interviewer for their time.	Candidate often interrupted or hurried the interviewer. He did not thank the interviewer for their time.	10
<b>Background information</b>	Candidate knew more than three or more facts about FBLA or items pertaining to FBLA.	Candidate knew at least 2 facts about FBLA or items pertaining to FBLA.	Student knew at least 1 fact about FBLA or items pertaining to FBLA.	Student didn't know any facts FBLA or items pertaining to FBLA.	N/A
<b>Speaking voice</b>	Clear speech was maintained throughout the entire interview.	Clear speech was maintained throughout at least 85% of the interview.	Speech was muffled and hard to understand throughout portions of the interview (at least 50%).	Speech was very unclear and muffled throughout the interview (lower than 30%).	10
<b>Eye contact</b>	Effective eye contact maintained throughout the entire interview.	Effective eye contact was maintained throughout at least 80% of the interview.	Eye contact was sporadic throughout the interview. (50%-80%)	Eye contact was not maintained for the majority of the interview (50%-below)	7
<b>Interview time</b>	On time for interview			late for interview	
<b>Point Calculation</b>	<b>04/18/2016 23:00</b>				83

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Comments:  
 Tyler actually has quite a bit of sales experience, I learned. He needs to study information on the company he wants to work for.