

Mock Interview Grading Rubric

Alumni:

Date:

Questions	I want to know more & potentially hire you (3pts.)	I would like to see/interview you again (2pts.)	I would not consider you a top candidate. (1pts.)	Score (1-3pts)
Tell me about yourself.	Alumni provides a relevant, engaging “story/pitch” highlighting key strengths, goals, interests in a concise manner (2 min or less). Engages interviewer and leaves a desire of I want to know more. Initial first impression = positive	Okay – does not cause “wow” factor nor is it very engaging/interesting story of alumni’s strengths, goals, interests. Goes on for more than 3 minutes and adds no “spark” to conversation. First impression = some doubt...	Clearly has no idea of what to say, or where to start. Verbal and non-verbal communication is weak and it does not impress interviewer – does not generate much interest. Too much personal information.	
What is your greatest accomplishment? (A success story – with reasonable data/facts that demonstrate the alumni’s skillset/determination/focus)	Alumni is able to tell a solid success story in an engaging and passionate way utilizing the CAR/SOAR formula. Alumni utilizes clear transitions and displays key skills and qualities- while being delivered within 2-3 minutes.	Alumni tells a success story that has most of the CAR/SOAR formula. The story is a good example of an accomplishment. However, it lacked one of the components. It did not display the alumni’s key skills and qualities to convince me 100% and it took too long to answer.	There’s no CAR/SOAR structure nor relevance in a business setting. The alumni stumbled to deliver it altogether and it went on for way too long with no display of skills nor qualities.	
From time to time we meet people who do not agree with what we propose or suggest. How do you manage such people?	Alumni is able to tell a solid story in an engaging and passionate way utilizing the CAR/SOAR formula. Alumni utilizes clear transitions and displays key skills and qualities- while being delivered within 2-3 minutes. Also, highlights key learnings.	Alumni utilizes the CAR/SOAR formula. Their story is good. However, It did not display the alumni’s key skills and qualities to convince me 100% and it took too long to answer.	There’s no CAR/SOAR structure nor relevance in a business setting. The alumni stumbled to deliver it altogether and it went on for way too long with no display of skills nor qualities.	
Describe a task or project in which you have participated. What was your role, and what did you accomplish successfully?	Alumni is able to tell a solid story in an engaging and passionate way utilizing CAR/SOAR formula. Alumni utilizes clear transitions and displays relevant skills and qualities – while being delivered in 2-3 minutes. Alumni also shares what they have learned from their experience without being asked about it.	Alumni answer has most of CAR/SOAR formula. Story is a good example. However, it lacked one of the components. Did not display alumni’s relevant skills and qualities to convince me 100% and/or took too long.	No CAR/SOAR structure nor is it relevant in a business setting. Alumni stumbled to deliver it altogether and answer went on for way too long.	

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<p>How do you normally show your consideration for others? What do you actually do, particularly in the work environment?</p>	<p>Alumni is able to tell a solid story in an engaging and passionate way utilizing CAR/SOAR formula. Alumni utilizes clear transitions and displays relevant skills and qualities - while being delivered in 2-3 minutes. Alumni also shares what they have learned from their experience without being asked about it.</p>	<p>Alumni answer has most of CAR/SOAR formula. Story is a good example. However, it lacked one of the components. Did not display alumni's relevant skills and qualities to convince me 100% and/or took too long.</p>	<p>No CAR/SOAR structure nor is it relevant in a business setting. Alumni stumbled to deliver it altogether and answer went on for way too long. Did not provide any key learnings.</p>	
<p>Can you think of any key strength, major innovation or change in which your peers have recognized you as being the greatest help to them?</p>	<p>Alumni is able to tell a solid story in an engaging and passionate way utilizing CAR/SOAR formula. Alumni utilizes clear transitions and displays relevant skills, strengths and qualities - while being delivered in 2-3 minutes. Alumni also shares what they have learned from their experience without being asked about it.</p>	<p>Alumni answer has most of CAR/SOAR formula. Story is a good example. However, it did not fully display alumni's relevant skills, strengths and qualities to convince me 100% and/or took too long. Had to ask follow-up questions to get answer.</p>	<p>No CAR/SOAR structure nor is it relevant in a business setting. Alumni stumbled to deliver it altogether and answer went on for way too long. Did not highlight relevant skills, strengths, or qualities.</p>	
<p>Give me an example of when you were not satisfied or very pleased with your performance. Why? What did you do about it?</p>	<p>Alumni is able to tell a solid story in an engaging and passionate way utilizing CAR/SOAR formula. Alumni utilizes clear transitions and displays relevant skills and qualities - while being delivered in 2-3 minutes. Alumni also shares what they have learned from their experience without being asked about it.</p>	<p>Alumni answer has most of CAR/SOAR formula. Story is a good example. However, it did not fully display alumni's skills or qualities to convince me 100% and/or took too long.</p>	<p>No CAR/SOAR structure nor is it relevant in a business setting. Alumni stumbled to deliver it altogether and answer went on for way too long. Did not highlight relevant skills or qualities.</p>	
<p>Non-Verbal Communication</p> <ul style="list-style-type: none"> - Eye Contact - Friendly demeanor/Smile - Energy/Enthusiasm Level - Vocal clarity/tone/pitch - Posture - Refrained from fidgeting - Portrayed self-confidence 	<p>Comments:</p>			

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Verbal Communication - Uses proper grammar - Uses action verbs and power language - Expresses ideas clearly, concisely - Conveys clearly defined career goals - Articulates relevant skills and accomplishments - Answers reflect ability to interact well with others	Comments:											
Utilizes CAR/SOAR Interviewing Technique <table border="0" style="border-collapse: collapse;"> <tr> <td style="border-right: 1px solid black; padding-right: 5px;">Challenge</td> <td style="padding-left: 5px;">Situation</td> </tr> <tr> <td style="border-right: 1px solid black; padding-right: 5px;">Action</td> <td style="padding-left: 5px;">Obstacle</td> </tr> <tr> <td style="border-right: 1px solid black; padding-right: 5px;">Result</td> <td style="padding-left: 5px;">Action</td> </tr> <tr> <td></td> <td style="padding-left: 5px;">Result</td> </tr> </table> <p>How effective did alumni demonstrate their level of competency?</p>	Challenge	Situation	Action	Obstacle	Result	Action		Result	Comments:			N/A
Challenge	Situation											
Action	Obstacle											
Result	Action											
	Result											
Total Score				/27								

Consultant's Overall Comments

Question for Alumni:

How did you feel during this mock interview? Any key insights/learnings/next steps?