Mock Interview -- Scoring Rubric

Name:_____ Interviewer:_____ Date:_____

	I would hire you on the spot. (3pts.)	I would like to interview you again. (2pts.)	I would not consider you a top candidate. (1pts.)	I would not hire you. (0 pts.)
First Impression Did the candidate make a favourable first impression?	Candidate walked confidently into the room; smiled and gave a firm handshake with eye contact; focused on the listener; waited to be invited to take a seat; engages in conversation to build rapport with listener;	Candidate walked confidently into the room; gave firm handshake; focused on the listener and the room's furnishings, waited to be invited to take a seat;	Candidate entered the room hesitantly; shook hands without conviction, looked around at the room's furnishings; sat themselves	Candidate entered room hesitantly; no handshake; limited eye contact; sat themselves
Points: **Comments:**				
Listening Did the candidate answer the question that was presented?	Answer reflected an explicit understanding of the question;	Answer reflected a general understanding of the question; may have missed a detail;	Answer reflected a partial understanding of the question;	Answer did not reflect an understanding of the question or answered an unasked question;
Points: **Comments:**				
Speaking Did the candidate speak in an articulate manner and integrate professional language?	Spoke clearly and articulately; Was confident in knowledge; Integrated professional language throughout the response; No "um's, ah's, er's, etc."	Spoke articulately most of the time; Used general words at times instead of details; Integrated a good amount of professional language throughout response; Some "um's, ah's, er's";	Spoke in a somewhat nervous manner; Lacked confidence in knowledge; Sketchy use of professional language; Many "um's, ah's, er's, etc.";	Nervous; Incomplete thoughts. Not articulate; No use of professional language; Response riddled with "um's, ah's, er's, etc.";
Points: **Comments:**				
Integrating Did the candidate integrate knowledge, content and experiences incorporating the CAR structure where appropriate? **CAR** **Context, Actions, Result**	Fully integrated knowledge, content and experiences in a logically organized (CAR), accurate and detailed manner showing connection to company culture/fit; Engaged listener with unique answers;	Integrated knowledge content or experiences in a generally organized(CAR) and accurate manner; Invited response from the listener;	Integrated some knowledge, content or experiences; Response was somewhat rambling or missing details; Listener needed to clarify responses;	Failed to integrate knowledge, content or experiences; Inaccurate and/or incomplete responses; Listener was confused;
Points:				

Comments:				
Body Language Did the candidate's body language convey interest and facilitate the response?	Body language conveyed eagerness to respond; Sat in upright and balanced in an alert manner; Seemed natural and at ease;	Body language conveyed interest in responding; Sat in an upright manner; Seemed fairly natural most of the time;	Body language was difficult to interpret (too nervous and/or too casual); Sat upright at times, but slouched at others; Extraneous movements detracted from response;	Body language conveyed disinterest and/or extreme nervousness; Slouched or moved nervously throughout the interview;
Points: **Comments:**				
Eye Contact Did the candidate's eye contact seem natural and facilitate the responses?	Sustained, appropriate and natural eye contact; Conveyed interest in the topic and the listener (smiled and nods); Showed confidence in interacting with the listener;	Appropriate, fairly consistent and natural eye contact; Generally conveyed interest in the topic and listener; Showed generally good levels of confidence in interacting with listener;	Intermittent or inconsistent eye contact; Conveyed non-interest in the topic and/or listener; Did not seem confident of interactions with the listener;	Limited or no eye contact; Seemed disengaged with topic and/or listener;
Points: **Comments:**				
Professional Dress Did the candidate dress in a professional manner?	Dressed in highly professional manner (suit, sport coat, tie, dress, clean shoes, minimal accessories); Neat and well groomed (scent free/no noticeable body odor); Brought padfolio with copies of resume/CL;	Dressed in a professional manner (skirt/blouse, dress, pants/blouse, shirt and tie, clean shoes); Generally neat and well-groomed (scent free/no noticeable body odor); Brought padfolio with copies of resume/CL;	Dressed in a casual, but not necessarily professional manner (Revealing blouse, open collar/no tie, short skirt); Fairly neat grooming; Brought resume/CL not in professional padfolio and/or didn't bring resume;	Dress was inappropriate (Revealing blouse, open collar/no tie, short skirt); and/or unkempt; no resume/CL;
Points: **Comments:**				
Additional Comments:				

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