

Mock Interview Rubric

Interviewee	
Interviewer	
Date	

Feedback: S = Satisfactory NI = Needs Improvement

Category	Criteria	S	NI
First Impression	<ul style="list-style-type: none"> Dressed appropriately Arrived on time Firm handshake Appeared confident/poised Enthusiastic Smiled 	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
Preparation	<ul style="list-style-type: none"> Demonstrated company knowledge Knowledge/expectations of industry Current resume and cover letter 	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
Interview Content (General Question)	<ul style="list-style-type: none"> Connected answers to position Showcased relevant skills 	<input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/>
Interview Content (Behavioural Question)	<ul style="list-style-type: none"> Used SAR (Situation, Action, Result) format Relevant industry/position skills highlighted through story Story was told in an appropriate length of time (~1-2mins) 	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
Interview Content (Situational Question)	<ul style="list-style-type: none"> Clearly identified how they would handle the situation Provided an example (SAR) of a similar situation Relevant skills were highlighted 	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
Communication Skills	<ul style="list-style-type: none"> Talked at an appropriate speed Proper/professional language (no slang) Positive body language (good posture, eye contact, smiling) Mannerisms (did not fidget/appear nervous) 	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
Closing	<ul style="list-style-type: none"> 2-3 relevant questions Convincing closing statement (best candidate for the job) Asked about next steps (and follow-up) 	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>

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