Name:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Period:\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Final Interview Evaluation Rubric**

\*Rate the student being interviewed on a scale of 1 (lowest) to 5 (highest) in the following areas.

|  |  |
| --- | --- |
| **NONVERBAL BEHAVIORS** |  |
| 1. Dressed appropriately | 1 2 3 4 5 **(x 10)**  |
| 2. Maintained eye contact with interviewer | 1 2 3 4 5 **(x 2)** |
| 3. Maintained good posture | 1 2 3 4 5 |
| 4. Did not fidget too much  | 1 2 3 4 5 |
| 5. Used hands for emphasis when appropriate | 1 2 3 4 5 |
| **VERBAL BEHAVIORS** |  |
| 6. Answered questions completely & concisely, yet briefly | 1 2 3 4 5 **(x 10)**  |
| 7. Did not mumble, blur words together, or get confused on topic  | 1 2 3 4 5 |
| 8. Displayed enthusiasm in responses | 1 2 3 4 5 |
| 9. Responded to questions promptly, but not hurriedly | 1 2 3 4 5 **(x 2)**  |
| 10. Spoke clearly and at a reasonable volume | 1 2 3 4 5 |
| **Total:** | **\_\_\_\_\_\_\_\_\_ / 150**  |
| **Participation**-sat respectfully, quietly, & patiently while the others were finishing their interviews  | 1 2 3 4 5 **(x 10)** |
| **Total:**  | **\_\_\_\_\_\_\_\_ / 50**  |

**Final Documentation Evaluation Rubric**

|  |  |
| --- | --- |
| 1. Resume
 | \_\_\_\_\_\_\_\_ / 50  |
| 1. Cover Letter
 | \_\_\_\_\_\_\_\_ / 50  |
| 1. Job Application
 | \_\_\_\_\_\_\_\_ / 50  |
| **Total:**  | **\_\_\_\_\_\_\_\_\_ / 150**  |

|  |  |
| --- | --- |
| **Overall Total:**  | **\_\_\_\_\_\_\_\_\_\_\_\_ / 350**  |