

Davidson College Center for Career Development Interviewing Rubric

Interview Success: Prepared for the Interview

Suggest Further Interview Practice. Recommendations to do so include: (1) Spend two to four additional hours practicing interview questions alone or with a partner, (2) conduct another Mock Interview, if possible, or (3) practice interviewing using the interview section of the CareerBeam online program.

Name: _____ **Student ID#** _____ **Reviewer:** _____

Target for this Interview: _____ **Date:** _____
 (i.e., career field, specific internship/job posting, summer research, grad school, etc.)

The interview is one of the most important phases of the job search process. It is an opportunity to convince an employer that the candidate is the right person for the job. In the interview the candidate will want to communicate information about him/herself, his/her experience and abilities, seek further information about the **position** and organization, and evaluate the match between his/her needs and what the position offers.

E = Excellent - No Preparation Needed **S = Satisfactory** - Some Preparation Needed

P = Practice - Significant Preparation Needed

E	S	P	Résumé – The candidate’s résumé is neat and professional and free of errors. They bring extra copies of their résumé to the interview, and offer to share them with the employer, if appropriate.
E	S	P	First Impressions – The candidate arrives early (5-15 minutes) and notifies office personnel of their presence. They are patient while waiting, and shake hands correctly when introduced to the employer. The candidate is confident during the first introductions, and enthusiastic. The candidate does not use their cell phone while waiting.
E	S	P	Attire/Personal Appearance – The candidate is dressed appropriately in professional attire. Their clothes fit well, are clean, and are ironed. Shoes are clean and polished. Socks have no holes in them; panty hose have no runs in them. They are not wearing excessive jewelry, cologne or perfume. Nails are clean and neatly trimmed. For men: beards are neatly trimmed. For women: skirts are the appropriate length (knee-length or just above knee) and blouses were not revealing/fit well. Hair is clean and neat. Piercings/tattoos are hidden/not distracting.
E	S	P	Preparation – The candidate shows evidence of researching the company and is clear on the details of the position.

E	S	P	<p>Interview Questions - The candidate demonstrates awareness of the company and the position by relating their skills to the position. They are able to answer the initial questions of "Tell me about yourself" or "Walk me through your resume." When answering Behavior Based Interview Questions, the candidate stays on task by using the STAR technique: (1) S=Situation of the story, (2) T=Task required of you, (3) A=Activity you actually performed, and (4) R=Result that was actually played out.</p>
E	S	P	<p>Body Language – The candidate maintains good eye contact throughout the interview. They sit up in the chair versus slumping. The candidate is poised and engaging when speaking with the employer. They do not wave their hands excessively during the interview.</p>
E	S	P	<p>Responses and Articulation – The candidate responds to questions in a clear, concise manner using grammatically correct terms. Their answers are well-constructed, confident, and genuine. They speak at the correct speed. No use of "um." The candidate does not interrupt the interviewer while he/she is speaking.</p>
E	S	P	<p>Questions for Employer – The candidate has prepared questions for the employer beforehand (at least three), and notes any questions that come up during the interview.</p>
E	S	P	<p>Closing – The candidate successfully conveys their interest in the position. They ask what the next steps will be following the interview. They thank the interviewer. The candidate knows to follow up with a thank you note.</p>