

Navigate Your Future Interview Rubric

Nonverbal Communication

Indicator	Excellent	Good	Fair	Needs Improvement	Not Demonstrated
First Impression <i>Professional demeanor; proper introduction of self; presentation of documents</i>	4	3	2	1	0
Eye Contact <i>Maintains proper eye contact and matches with appropriate facial expressions; conveys interest; doesn't stare.</i>	4	3	2	1	0
Appearance <i>Professional dress; proper grooming</i>	4	3	2	1	0
Preparedness <i>Research of the position evident; knowledge of job description; able to relate personality and skills to the job; document preparation</i>	4	3	2	1	0
Poise <i>Listens; good posture; sits straight and leans forward; avoids distracting mannerisms</i>	4	3	2	1	0
Conclusion <i>Poses appropriate questions of interviewer; appropriate thanks and exit</i>	4	3	2	1	0
Nonverbal Communication Subtotal (24)					

Verbal Communication

Indicator	Excellent	Good	Fair	Needs Improvement	Not Demonstrated
Concise <i>Answers with logical and organized thoughts</i>	4	3	2	1	0
Confident <i>Exhibits self-confidence with words and body language</i>	4	3	2	1	0
Discretion/Tact <i>Shares appropriate information and does not create an awkward situation through responses</i>	4	3	2	1	0
Emphasize Strengths <i>Turns negative questions into positive answers; knowledge of self</i>	4	3	2	1	0
Enunciation/Grammar <i>Avoids slang and/or filler words</i>	4	3	2	1	0
Persuasive <i>Leads the interview in a direction that enables them to expand so their skills are expressed</i>	4	3	2	1	0
Sincere <i>Expresses true interest in the position they are seeking</i>	4	3	2	1	0
Sociable/Personable <i>Overall warm and friendly, but professional, tone</i>	4	3	2	1	0
Volume <i>Speaks with proper volume for room to be heard clearly; not too loud, not too soft</i>	4	3	2	1	0
Verbal Communication Subtotal (36)					

Total (60)	
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