

Mock Interview Rubric



OWENS
COMMUNITY COLLEGE

Applicant's Name: _____

OCID #: _____

Interviewer's Name: _____

Date: _____

FIRST IMPRESSION	Score	Comments
<ul style="list-style-type: none"> Appropriately dressed for an interview relative to the position and industry Demonstrated good posture and use of body language Appeared well groomed and/or hygienic Arrived 15 minutes before the interview Shook hands with interviewer(s) before and after the interview Maintained appropriate amount of eye contact throughout the interview 	<p><i>Does not meet criteria</i> <i>Meets criteria</i></p> <p><input type="checkbox"/>1 <input type="checkbox"/>2 <input type="checkbox"/>3 <input type="checkbox"/>4</p>	
RESUME	Score	Comments
<ul style="list-style-type: none"> Free of grammar and/or spelling errors Consistently formatted without errors Organized, clean, and aesthetically pleasing 	<p><i>Does not meet criteria</i> <i>Meets criteria</i></p> <p><input type="checkbox"/>1 <input type="checkbox"/>2 <input type="checkbox"/>3 <input type="checkbox"/>4</p>	
GENERAL ATTITUDE	Score	Comments
<ul style="list-style-type: none"> Appeared interested in the position Appeared confident Displayed maturity Seemed genuine and not overly rehearsed 	<p><i>Does not meet criteria</i> <i>Meets criteria</i></p> <p><input type="checkbox"/>1 <input type="checkbox"/>2 <input type="checkbox"/>3 <input type="checkbox"/>4</p>	
CONTENT OF ANSWERS	Score	Comments
<ul style="list-style-type: none"> Gave responses that were relevant Avoided "yes" or "no" answers Provided specific examples and referenced strengths and/or skills when responding Gave consistent responses 	<p><i>Does not meet criteria</i> <i>Meets criteria</i></p> <p><input type="checkbox"/>1 <input type="checkbox"/>2 <input type="checkbox"/>3 <input type="checkbox"/>4</p>	
COMMUNICATION SKILLS	Score	Comments
<ul style="list-style-type: none"> Used appropriate volume and appropriate language when speaking Avoided distracting mannerisms, fidgeting, and/or filler words (e.g., "um", tapping, hair twirling, etc.) Spoke clearly and enunciated well Used appropriate wait time before answering questions Asked questions 	<p><i>Does not meet criteria</i> <i>Meets criteria</i></p> <p><input type="checkbox"/>1 <input type="checkbox"/>2 <input type="checkbox"/>3 <input type="checkbox"/>4</p>	

TOTAL POINTS:

SCORE	HIRING STATUS
1-5	We are no longer considering you.
6-10	We might have hired you.
11-15	We're considering you.
16-20	You're hired!

Overall Comments:

Career and Transfer Services

Toledo-area Campus: 130 College Hall
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