

# Mock Interview Rubric



**OWENS**  
COMMUNITY COLLEGE

Applicant's Name: \_\_\_\_\_

OCID #: \_\_\_\_\_

Interviewer's Name: \_\_\_\_\_

Date: \_\_\_\_\_

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

<b>SCORE</b>	<b>HIRING STATUS</b>
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  
Findlay-area Campus: 112 Education Center  
careerservices@owens.edu  
(567) 661-2387