

Industry Interest (i.e., IT, hospitality, electrician, etc.): \_\_\_\_\_

## Mock Interview with Poise Rubric

Interviewee Name: \_\_\_\_\_

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

<b>SUGGESTED INTERVIEW QUESTIONS</b>			
1. Tell me about yourself.		5. Describe how you would meet deadlines if given multiple tasks.	
2. Describe one strength and one weakness you have.		6. How do you handle stressful situations? Or deal with unexpected problems?	
3. Tell me about a time you overcame a difficult challenge.		7. How do you achieve goals?	
4. What is the most important skill you bring to an employer?			
<b>CRITERION</b> <i>Point Rating Scale</i> 1 to 5	<b>EXCEEDS STANDARDS</b> <i>Good Job!</i> 5	<b>MEETS STANDARDS</b> <i>Satisfactory</i> 3	<b>BELOW STANDARDS</b> <i>Needs More Practice</i> 1
<b>Poise</b>  Score: _____	Calm, confident; shows interest and prepared to answer questions; shows little or no nervous behavior	Somewhat calm and confident; shows interest in answering questions; shows some nervous behavior	Shows nervous and uneasy behavior; unprepared to answer questions or lacks interest
<b>Body Language</b> (hand gestures, seating posture, facial expressions)  Score: _____	Gestures and facial expressions appropriately complement answers; sits up straight; comfortable use of hands	Gestures and facial expressions show some variety or spontaneity; sits up straight; comfortable use of hands	Gestures and facial expressions lack variety, spontaneity or inappropriate; fidgety with hands or slouching
<b>Eye Contact</b>  Score: _____	Makes natural eye contact with the interviewer throughout interview	Makes moderate eye contact with interviewer	Makes very little to no eye contact with interviewer
<b>Speech/Voice</b> <i>Use of fillers</i> (um, you know, like, uh, er, etc.)  Score: _____	Speaks clearly, effectively code switches; uses appropriate pauses; rarely uses distracting fillers	Speaks somewhat clearly with appropriate pauses; uses moderate code switching; uses few distracting fillers	Speaks vaguely with little use of appropriate pauses; unable to code switch; uses repeated distracting fillers
<b>Clarity of thought answering questions</b>  Score: _____	Speaks using complete sentences; answers questions thoughtfully and directly; uses appropriate examples; easy to follow and understand	Speaks using several complete sentences; answers many of the questions thoughtfully and directly; moderately easy to follow with appropriate examples	Speaks with incomplete sentences; questions not directly answered or difficult to follow; provides no appropriate examples
<b>Overall professional appearance</b>  Score: _____	Attire is professional (dress shirt, tie, suit/ blazer, dress/ skirt); student is well groomed	Attire is clean but casual (school uniform, khakis and polo); student is presentable	Attire is unprofessional (unclean, jeans/ sneakers, wrinkled) or distracting (ill fitting); student is not well groomed

# Mock Interview Rubric

<b>SUGGESTED INTERVIEW QUESTIONS</b>			
1. Tell me about yourself. 2. Describe one strength and one weakness you have. 3. Tell me about a time you overcame a difficult challenge. 4. What is the most important skill you bring to an employer?	5. Describe how you would meet deadlines if given multiple tasks. 6. How do you handle stressful situations? Or deal with unexpected problems? 7. How do you achieve goals?		
<b>CRITERION</b> <i>Point Rating Scale</i> 1 to 5	<b>EXCEEDS STANDARDS</b> <i>Good Job!</i> <b>5</b>	<b>MEETS STANDARDS</b> <i>Satisfactory</i> <b>3</b>	<b>BELOW STANDARDS</b> <i>Needs More Practice</i> <b>1</b>
<b>Student Reflection:</b> What two things did you do well during the interview? What two things do you want to improve?			
<b>Total Score:</b> _____	<b>Interviewer/Career Coach Name:</b> _____ <b>Comments</b> (include at least two areas for student improvement):		