

# Mock Job Interview Performance Rubric

Student's Name: \_\_\_\_\_ Date: \_\_\_\_\_

Job or Opportunity of Interest: \_\_\_\_\_

Criteria	4 Points (Excellent)	3 Points (Proficient)	2 Points (Developing)	1 Point (Beginning)
<b>Professional Appearance</b>	Dressed in fully appropriate, neat, and professional attire with impeccable grooming	Mostly professional attire with minor areas for improvement	Partially appropriate clothing with noticeable grooming issues	Inappropriate or very casual clothing that does not reflect professional standards
<b>Verbal Communication</b>	Speaks clearly, confidently, with excellent articulation and appropriate volume; uses professional language	Communicates effectively with minimal hesitation; mostly clear and professional speech	Somewhat unclear communication with frequent pauses or informal language	Difficult to understand; lacks confidence and professional communication skills
<b>Body Language</b>	Maintains consistent eye contact, confident posture, professional handshake, and engaged non-verbal cues	Generally displays positive body language with minor areas for improvement	Inconsistent body language with some unprofessional gestures or posture	Poor body language, minimal eye contact, visibly nervous or disengaged
<b>Interview Preparation</b>	Demonstrates extensive research about the mock job, provides detailed, thoughtful responses to all questions	Shows good preparation with mostly comprehensive answers	Limited preparation evident; provides basic or somewhat vague responses	Minimal to no preparation; unable to answer basic interview questions

<b>Resume and Documentation</b>	Presents a perfectly formatted, error-free resume with comprehensive, relevant information	Well-prepared resume with minor formatting or content improvements needed	Incomplete or somewhat disorganized resume	Poorly prepared or missing resume documentation
<b>Professional Etiquette</b>	Demonstrates exceptional professionalism, punctuality, and respectful interaction throughout interview	Shows good professional behavior with minimal areas for improvement	Displays some unprofessional behaviors or etiquette gaps	Lacks basic professional courtesy and interview etiquette

**Total Possible Score: 24 Points**

**Scoring Guide:**

- 22-24 Points: Outstanding Professional Performance
- 18-21 Points: Strong Professional Potential
- 14-17 Points: Developing Professional Skills
- 0-13 Points: Needs Significant Improvement

**Notes and Observations:**

**Reflection Prompt:** After completing the mock interview, students should write a brief reflection identifying their strengths and areas for future professional development.