

# Self-Reflection Mock Interview Performance Rubric

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

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

**Directions:** After you complete your mock interview, complete the following reflection sheet. Compare notes with your instructor to see where you think you could improve your skills.

Area of Reflection	I Did This Really Well	I Did This Okay	I Need to Work on This	I Struggled with This
<b>My Professional Look</b>	I looked like I was ready for a real job interview	My outfit was mostly appropriate	My clothes weren't quite right for an interview	I didn't look professional at all
<b>How I Spoke</b>	I spoke clearly and confidently	My speaking was mostly clear	I mumbled or seemed unsure	I could barely get my words out
<b>My Body Language</b>	I made good eye contact and stood/sat confidently	I tried to look confident but wasn't perfect	My body language was a bit awkward	I looked nervous and uncomfortable
<b>How Prepared I Was</b>	I knew a lot about the job and had great answers	I had some good information ready	I didn't know much about the job	I wasn't prepared at all
<b>My Resume</b>	My resume looked professional and complete	My resume was mostly okay	My resume needed a lot of work	I didn't have a good resume
<b>My Overall Professionalism</b>	I acted like a true professional	I was mostly professional	I wasn't very professional	I didn't act professionally

**Self-Reflection Questions:**

**After reviewing your performance with your instructor, take a moment to reflect on the following. This will help you to improve your skills.**

- What was my biggest strength in this mock interview?
- What is the most important thing I want to improve for next time?
- What surprised me about the interview process?

**Pro Tip:** Be honest with yourself! This is how you grow and get better at interviewing.

**Suggested Next Steps:**

- Practice the areas where you marked “I Need to Work on This”.
- Ask your instructor for specific advice and then practice what was discussed.
- Watch videos of professionals sharing interview tips.
- Practice in front of a mirror or with another person. You can also record yourself so you can review and improve.