

Wartburg College Career Services Interviewing Rubric
Interview Success: Preparing for the Interview

Date & Time:

Student Name:

Course/Term:

Professor:

Interviewer:

Company:

Target for this Interview: class - mock interview

(i.e., career field, specific internship/job posting, summer research, grad school, etc.)

An interview is one of the most important phases of the job search process. It is an opportunity to convince an employer that the candidate is the right person for the job. In the interview the candidate will want to communicate information about him/herself, his/her experience and abilities, seek further information about the position and organization, and evaluate the match between his/her needs and what the position offers.

E = Excellent - No Preparation Needed

S = Satisfactory - Some Preparation Needed

P = Practice - Significant Preparation Needed

E	S	P	<p>Résumé –</p> <ul style="list-style-type: none"> • Clear Objective focused on the position they are applying for. • Accomplishments are quantified • Neat and professional; free of errors. • Limited to one or two pages of relevant information. • Candidate brought extra copies of résumé, and offered to share them with the employer, if appropriate. <p>Comments:</p>
E	S	P	<p>First Impressions –</p> <ul style="list-style-type: none"> • Arrives early (5-15 minutes) and notifies office personnel of their presence. • Patient while waiting, and shake hands correctly when introduced to the employer. • Confident during the first introductions, and enthusiastic. • No use of cell phone while waiting. (<i>turn off or mute</i>) <p>Comments:</p>
E	S	P	<p>Preparation –</p> <ul style="list-style-type: none"> • Shows evidence of researching the company. • Clear on details of the position. <p>Comments:</p>

E	S	P	<p>Interview Questions -</p> <ul style="list-style-type: none"> • Relates skills to the position. • Able to answer initial questions of “Tell me about yourself” or “Walk me through your resume.” • When answering Behavior Based Interview Questions, the candidate stays on task by using the STAR technique: (1) S=Situation of the story, (2) T=Task required of you, (3) A=Activity you actually performed, and (4) R=Result that was actually played out. <p>Comments:</p>
E	S	P	<p>Body Language –</p> <ul style="list-style-type: none"> • Maintains good eye contact throughout the interview. • Sit up in the chair versus slumping. • Poised and engaging when speaking with the employer. • No excessive hand-waiving during interview. <p>Comments:</p>
E	S	P	<p>Responses and Articulation –</p> <ul style="list-style-type: none"> • Responds to questions in a clear, concise manner. (<i>grammatically correct terms</i>) • Well-constructed answers, confident, and genuine. • Speak at correct speed. (<i>No use of “um”</i>) • Does not interrupt the interviewer <p>Comments:</p>
E	S	P	<p>Questions for Employer –</p> <ul style="list-style-type: none"> • Has prepared questions (at least three), and notes any questions that come up during interview. <p>Comments:</p>
E	S	P	<p>Closing –</p> <ul style="list-style-type: none"> • Successfully conveys their interest in the position. • Ask what the next steps will be following the interview. • Thank the interviewer. • Knows to follow up with a thank you note or e-mail. <p>Comments:</p>
E	S	P	<p>Overall Rating of Candidate & Feedback:</p>