Name:	Date:	Career Coach:

NCTC Career Services Center

Interview Rubric

Interviewing is an important step in the hiring process. If done effectively, the interview enables the employer to determine if an applicant's skills, experience, and personality meet the job requirements. It also helps both the employer and applicant get a better sense of the environment and culture of the organization to help determine if this role is a good fit. The NCTC Career Services team recommends practicing for interviews in advance. To schedule a meeting for interview practice with a Career Coach, email us at careerservices@nctc.edu.

Interview Category	Needs Improvement	Almost Ready	NCTC Lion Ready	NOTES
First Impression	☐ Late ☐ Too casual ☐ Uninterested ☐ Poor Handshake/ Greeting	☐ Showed up right on time (not early) ☐ Somewhat professional appearance overall ☐ Seems somewhat interested ☐ Greeting/small talk may need practice	☐ Showed up early ☐ Professional appearance overall ☐ Seems interested (smiling, engaged, enthusiastic) ☐ Professional, warm greeting and good handshake ☐ Good small talk conversation	
Appearance	☐ Not wearing proper interview attire (messy or wrinkled, shorts, flip flops, etc.)	☐ Wore too casual attire for type of interview ☐ Could be more well-groomed (hair brushed, facial hair trimmed, clothes pressed or ironed, etc.)	☐ Work professional interview attire ☐ Garments are wrinkle free ☐ Well-groomed	
Preparation	☐ Candidate did not prepare or was unfamiliar with the job, employer, or industry ☐ Candidate did not prepare questions ☐ Did not have resume when requested ☐ Did not have portfolio ☐ Social media contained unprofessional and inappropriate content	☐ Some research was done prior to interview, but could have been more prepared ☐ Candidate prepared 1 question ☐ Had resume ready, but was not professionally prepared or presented (wrinkled paper, colored paper, etc.) ☐ Had portfolio, but was not professionally prepared ☐ Social media contained some unprofessional content	☐ Candidate clearly researched company and industry in advance—mentioned a few findings in responses ☐ Candidate asked several good questions ☐ Resume and portfolio prepared and presented professionally ☐ Social media was set to private and/or did not contain any unprofessional or inappropriate content	

Interview Category	Needs Improvement	Almost Ready	NCTC Lion Ready!	NOTES
Verbal Communication	☐ Responses may be unorganized or presented in an unclear way ☐ Too brief with answers given ☐ Used slang or was too casual with wording ☐ Candidate asked about Salary and/or benefits ☐ Used a lot of filler words (uh, um, so, etc.) ☐ Said "I don't know" to several questions or did not answer the question that was asked	☐ May need some practice organizing thoughts ☐ Responses were too long or wordy ☐ Could provide examples to strengthen responses ☐ Used some filler words (uh, um, so, etc.) ☐ Was stumped by some questions but did not offer any follow up (i.e. I will find out an let you know)	☐ Responses are well organized and thoughtful ☐ Good examples were given ☐ Proper grammar and professional language was used	
Non-Verbal Communication and Behavior	☐ No eye-contact ☐ Distracting hand gestures or body movements ☐ Appeared uninterested (body slouched or disengaged) ☐ Seemed uncomfortable with silence	☐ Some eye contact, but could have been better ☐ Minor distracting hand gestures or body movements ☐ Some slouching or poor posture ☐ Slightly uncomfortable with silence	☐ Good eye-contact ☐ Appropriate hand gestures and body movements ☐ Good posture, seems engaged ☐ Smiling or pleasant facial expressions ☐ Comfortable with silence	
Selling Self and Highlighting Skills	☐ Candidate did not promote themselves in a positive way or seemed unprofessional ☐ Did not mention relevant skills ☐ Did not make an effort to promote themselves	☐ Some irrelevant skills were mentioned ☐ Could have elaborated on qualifications ☐ Could portray more confidence	☐ Clearly communicated qualifications and relevant skills ☐ Portrayed good confidence ☐ Made effort to promote unique skills and experience relevant to position	

COMMENTS: