**Career Project – Part 9 – Interview Rubric – 150 Points**

**Part I – Application Materials – 20 Points**

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| **Assessment Item** | **Points** |
| Resume   * Is all relevant information included? * Is it formatted nicely? | /10 |
| Cover Letter   * Does the cover letter have all four paragraphs? * Is it formatted by MLA simple block letter standards? * What is signed in black ink? | /10 |

**Part II – First Impression – 20 Points**

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| **Assessment Item** | **Points** |
| Handshake   * As firm as person you are shaking with * Lock thumb down * Web to web * Not sweaty * You initiate the handshake * Stand during handshake and introduction | /6 |
| Introduction   * “Mr. Smith? I'm Bill Dixon, it's a pleasure to meet you.” (formal address) * Greet interviewer by formal name. (Use name from cover letter) * Appropriate volume and pace to introduction with no hesitations or pauses. | /10 |
| Body Language   * Friendly * Smile – Subtle, not creepy * Mirror body language of person interviewing you | /5 |

**Part III – Professional Dress – 30 Points**

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| **Assessment Item** | **Points** |
| Men   * Long sleeved button down shirt or sweater * Dark socks and dress shoes (no tennis shoes, sandals, etc..) * Dress pants (no jeans, regardless of color) with belt * Conservative colors (Navy, Black, Gray) | /20 |
| Women   * Coordinated dress pants (or skirt) and blouse * Dress shoes (not too fancy, but certainly not tennis shoes) * Neutral colors * Minimal jewelry (Small earrings vs hoops, no thumb rings, etc..) | /20 |
| Hygiene   * Make sure you have showered * Use deodorant – It’s easy to start sweating when nervous * Hair is clean and combed/done * Light makeup * No gum, but breath mint before is good idea * Remove piercings, cover tattoos for interview, if possible. | /10 |

**Part IV – Interview Questions – 60 Points**

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| **Assessment Item** | **Points** |
| Each question (5 to 7 questions) will be individually and equally scored based on:   * Did you answer the question smoothly and of appropriate length. (Did you practice?) * Did you mention experiences when answering the questions? * Were your answers consistent with the information in your cover letter and resume? * Did you speak at appropriate volume, pace and length? * Did you avoid slang, mention of pay, controversial topics, negativity, excessive joking? * Don’t lie. Be genuine in the responses you’ve practiced. * Never interrupt the interviewer. * Read the body language of the interviewer. If they start to seem disinterested, you may be speaking to long. If they are leaning in, waiting and making eye contact, they are probably looking for more information or for you to provide an example. * Make sure you have an insightful question waiting for the person interviewing you, usually at the end of the interview. * Make sure you know your company. You can be **guaranteed** that you will be asked to demonstrate your understanding of the company during the interview. | Q1 |
| Q2 |
| Q3 |
| Q4 |
| Q5 |
| Q6 |

**Part V – Body Language – 20 Points**

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| **Assessment Item** | **Points** |
| Eye contact   * When talking, eye contact 1/3 of the time * When listening, eye contact 2/3 of the time * Eye contact should last 2-3 seconds before breaking it, then returning * If uncomfortable, focus on the bridge of their nose * Breaking eye contact while making hand gestures is a common practice * No darting or wandering eyes. You want the interviewer to know your attention is completely focused on them. | /8 |
| Sitting Position   * Both feet on floor. Don’t cross your legs. It conveys complacency. * Good posture. Sit up straight. No slouching * Lean in slightly when listening, sit up straight when talking * Wait for interviewer to tell you where to sit. * Don’t “spin” in your chair. * Square your shoulders to the person you are talking to | /7 |
| Don’t fidget   * Try to keep your feet and legs still during the interview. (No toe tapping) * You can and should use gestures when responding. This makes you appear passionate about what you are saying. Just don’t go overboard. When not gesturing, keep your hands on your knees. Don’t cross your arms. * Palms up conveys trust. | /7 |

**Final Grade**

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| Part I | Part II | Part III | Part IV | Part V | Totals |
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