

Mock Interview Questions & Scoring Rubric

Student's Name: _____ Selected Position: _____

Interviewer's Name: _____ Date: _____

Numeric Scoring Guide:

1 = Needs improvement to meet expectations

2 = Satisfactory response that meets essential expectations

3 = Outstanding, thoughtful response that exceeds expectations

The numeric score should take into consideration the student's professionalism, eye contact, articulation and quality of responses. Student responses should be appropriate within the context of the work environment and should highlight personal strengths and qualities.

Interviewer Comments Guide:

Please use the space provided to specific feedback to the students. For example, "Demonstrated good eye contact and confidence but did not provide an appropriate example of a situation in which he/she set and achieved a goal."

PART 1: Interview Questions

1. Tell me about yourself and the experiences that qualify you for this position.

Circle Numeric Score: 1 2 3

Interviewer Comments (Did student exercise good judgment in the examples he/she shared?)

2. Provide an example of goal you set for yourself and how you achieved it.

Circle Numeric Score: 1 2 3

Interviewer Comments (Did student give an appropriate example and discuss their strengths?):

3. Tell me about a time when you made a mistake. How did you handle the situation and what did you learn from the experience?

Circle Numeric Score: 1 2 3

Interviewer Comments (Did student provide a relevant experience and demonstrate maturity?):

4. Give me an example of a time you worked with a group that was not successful. What could have been

done to improve the situation and produce a better outcome?

Circle Numeric Score: 1 2 3

Interviewer Comments (Did the student take ownership of their part in the group and demonstrate understanding that all members of a team play an integral role?):

5. Is there anything you would like to ask me about this position or company/organization?

Circle Numeric Score: 1 2 3

Interviewer Comments (Did the student ask appropriate questions and demonstrate genuine interest?):

Part 2: Personal and Professional Qualities:

Please check boxes to indicate which qualities the student effectively displayed:

Communication Skills:

- ☐ Clear and articulate speech
- ☐ Minimal use of filler words (eg. “like”, “um”, etc.)
- ☐ Displayed enthusiasm and optimism
- ☐ Asked relevant question of interviewer
- ☐ Polite introduction and expressed gratitude at the end of the interview

Non-Verbal Communication Skills:

- ☐ Good posture
- ☐ Maintained eye contact and displayed confidence
- ☐ Firm handshake

Preparation for Interview:

- ☐ Demonstrated knowledge and understanding of job position and requirements
- ☐ Provided a professional portfolio and/or resume
- ☐ Shared information about personal skills/experience to demonstrate qualification for job

Personal Appearance

- ☐ Professional attire appropriate for interview
- ☐ Minimal perfume/cologne and accessories

PART 3: Interviewer Comments

Please write additional feedback that you believe will help the student improve their interviewing skills. For example, if you had an available position, would you hire this student? If so, why? If not, what would be your primary concerns?

Thank you for sharing your time and professional expertise!