




MOCK INTERVIEW RUBRIC

Student:
Peer Mentor:
Date:
Purpose:
Company & Position:

EVALUATION SYSTEM

-  3. Exceeds expectations
-  2. Meets expectations
-  1. Does not meet expectations

Question	Interviewer Notes	Feedback/Suggestions	Score
Tell me about yourself.	Did the student share relevant insights above/beyond their resume without sharing personal information?		
Why do you want to work for _____?	Did the student demonstrate knowledge about the company/organization?		
Tell me about a time when...	<p>Did the student provide specific examples demonstrating desired behavior on the questions? Link qualifications to the job by using examples?</p> <p>Problem:</p> <p>Action:</p> <p>Result:</p>		

Question	Interviewer Notes	Feedback/Suggestions	Score
<p>Describe a situation when...</p>	<p>Did the student provide specific examples demonstrating the desired behavior on the questions below? Link qualifications to the job by using examples?</p> <p>Problem:</p> <p>Action:</p> <p>Result:</p>		
<p>Field Relevant Question:</p>	<p>Did the students respond with an answer relevant to the feild/position?</p>		
<p>What is your greatest strength?</p>	<p>Did the student relate a strength relevant to the position? STRENGTH:</p>		
<p>What is your greatest weakness?</p>	<p>Did the student share a weakness (nothing too negative) and discuss successful strategies designed to compensate for this weakness? WEAKNESS:</p> <p>OVERCOMMING IT:</p>		
<p>What questions do you have for me?</p>	<p>Did the student prepare relevant questions to ask the interviewer? Successfully conveyed interest?</p> <p>QUESTION(S)? yes no</p> <p>RELEVANT? yes no</p>		

Did the Student...	Notes	Additional Feedback	Score
Send a resume, cover letter, and job description at least 24-48 hours before the interview?			
Arrive on time?			
Dress/groom professionally?			
Have a professional background/virtual background and environment (if on online)?			
Maintain appropriate eye contact?			
Avoid engaging in any distracting behavior?			
Avoid using filler words (um, like, uh, etc.)? Communicate with enthusiasm?			