## INTERVIEW RUBRIC

<table>
<thead>
<tr>
<th>Category</th>
<th>Meets All Criteria</th>
<th>Meets Some Criteria</th>
<th>Does Not Meet Criteria</th>
</tr>
</thead>
<tbody>
<tr>
<td>Appearance</td>
<td>Candidate is well groomed. Clothes are appropriate to professional setting. Jewelry is minimal; clothes, shoes, and accessories are clean and neat.</td>
<td>Candidate is mostly well groomed but is missing one or two major elements of professional dress and appearance.</td>
<td>Candidate is not well groomed. Clothing is unprofessional, or dirty, and/or fits inappropriately. Candidate is wearing distracting clothes, shoes, or accessories.</td>
</tr>
<tr>
<td>Points Range</td>
<td>4 – 5</td>
<td>2 – 3</td>
<td>0 – 1</td>
</tr>
<tr>
<td>Verbal and Non-Verbal Communication</td>
<td>Made excellent eye contact and spoke clearly throughout the interview. Appeared fully engaged with the interviewer. Candidate greeted and thanked interviewer(s).</td>
<td>Spoke quietly, and/or rushed some of the time. Made adequate eye contact. Appeared somewhat engaged with the interviewer. Candidate forgot to either greet the interviewer(s) or forgot to thank them.</td>
<td>Spoke too quietly and/or too rushed most of the time. Did not make adequate eye contact. Did not appear engaged with the interviewer. Candidate did not greet interviewer(s) or thank them.</td>
</tr>
<tr>
<td>Points Range</td>
<td>4 – 5</td>
<td>2 – 3</td>
<td>0 – 1</td>
</tr>
<tr>
<td>Attitude and Poise</td>
<td>Candidate displayed confidence in posture and speech. Showed a positive attitude, enthusiasm, and motivation for the position.</td>
<td>Candidate appeared to be somewhat confident in posture and speech. Showed some interest in the position and a somewhat positive attitude.</td>
<td>Candidate was distractingly nervous. Did not show interest, enthusiasm, or motivation for the position, and/or did not have a positive attitude.</td>
</tr>
<tr>
<td>Points Range</td>
<td>4 – 5</td>
<td>2 – 3</td>
<td>0 – 1</td>
</tr>
<tr>
<td>Quality of Answers</td>
<td>Demonstrated knowledge of position. Answers were clear, relevant to the position and kept brief. Candidate communicated transferrable skills, knowledge, and abilities. Appeared to answer questions honestly and sincerely. Asked appropriate questions.</td>
<td>Demonstrated average knowledge of position. Some, not all, answers were clear and/or relevant, and/or long-winded. Candidate communicated transferrable skills, knowledge, and abilities. Seemed honest and sincere in answering questions. Asked appropriate questions.</td>
<td>Questions and answers were mainly irrelevant to the position, were either longwinded or far too brief. Candidate did not seem sincere or honest in answering questions. Answers were not clearly expressed Candidate did not show knowledge of position applied for. Questions asked were inappropriate.</td>
</tr>
<tr>
<td>Points Range</td>
<td>8 – 10</td>
<td>5 – 7</td>
<td>0 – 4</td>
</tr>
</tbody>
</table>
COMMEN INTERVIEW QUESTIONS

• “Tell us a little about yourself.”
  • Re-introduce yourself.
  • Give your brief educational background.
  • Show your interest in working with a specific population or things.
  • End with a positive statement.

• “Why do you want to work here?”
  • Your interest in field;
  • Your interest in organization;
  • You have been a customer, patient or client; and/or
  • The organization’s mission, values, or work environment are a good fit.

• What do you know about our organization?

• What made you choose this as a career?

• What do you think are the qualities of an excellent _____ (name of position you’re applying for)?

• This job requires _____ skills. Tell us about a time you used _____ skills.

• What would your references/ friends/ former supervisors/ instructors say about you?

• What is one area you are working to improve?

• Where do you see yourself in 5 years?

• How do you handle stress on the job?

• How would you handle a patient/client/customer who complains constantly?

• “I noticed that you have a gap in your work history...What were you doing during that time?”

• “Why were you at your jobs for only short periods of time?”

• I noticed that you do not have any paid work experiences. How do you qualify for this job?

ILLEGAL QUESTIONS

• Illegal questions may include inquiries about your race, culture, gender, religion, national origin, birthplace, disability or family/marital status.

• Three approaches:
  1) Answer.
  2) Decline to answer, stating “I am not sure how that question is directly related to this position.”
  3) Give the person another chance to rephrase. “Can you rephrase that question so that I understand how that relates to my qualifications for this position?”

“DO YOU HAVE ANY QUESTIONS FOR ME?”

• Consider the organization and its values. Is there anything you want to know about further?

• What about the specific job? Is there something in the job description that raised your curiosity?

• Avoid asking any questions about your salary, schedule, or time off.

• It is appropriate to answer, “No, you have answered everything,” if they do give you information during your interview.