**Ace the Interview:** Rubric

**Interviewer Checklist:**

- maintains comfortable eye contact with interviewer

- appears poised and confident

- detailed and specific answers to questions

-dresses professionally for the occasion

-speaks clearly and with good volume; minimal filler words (“ums” and “likes”)

- sells skills and references previous experience

- displays character, honesty, and ability to work in a team

- interviewee is professional when responding

- demonstrates maturity

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| **(4) Advanced:**  **YOU’RE HIRED!**  **Interviewee displays proficiency with all items from the interviewer checklist.** |
| **(3) Proficient:**  **You’re a strong candidate; we’ll be in touch.**  Interviewee **displays proficiency with most items** from the interviewer checklist, but  **Interviewee would benefit from minor improvement in just a few criteria.** |
| **(2) Emerging:**  **We might’ve hired you, but…**  Interviewee **displays proficiency with some items** from the interviewer checklist, but  **Interviewee would benefit from improvement in multiple criteria.** |
| **(1) Limited:**  **Don’t call us…**  Interviewee **displays proficiency in only a few, if any items** from the interviewer checklist;  **Interviewee would benefit from improvement in all criteria.** |

**Notes for improvement:**

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