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| **Category** | **Target (3 pts)** | **Acceptable (2 pts)** | **Unacceptable (1 pt)** |
| **First Impression** | Firm handshake, genuine smile, confident body language, excellent hygiene/appearance | Weak handshake, poor posture, weak smile, acceptable hygiene/appearance | Does not shake hands, minimal eye contact, does not smile, poor hygiene/appearance |
| **Professional Dress** | Clean and wrinkle free clothing, appropriate business attire | Underdressed | Underdressed (jeans, flip flops, etc), wrinkled clothing, visible piercings |
| **Communication** | Speaks clearly and distinctly with no lapse in sentence structure and grammar usage; speaks concisely with correct pronunciation    Volume conveys business tone | Speaking is clear with minimal mistakes in sentence structure and grammar    Volume is appropriate | Speaking is unclear – lapses in sentence structure and grammar    Volume is uneven (varied) |
| **Body Language** | No fidgeting; consistently used physical gestures, facial expressions and body movements in a manner which enhanced the interview process | Minimal fidgeting (i.e., occasionally shifting); average use of physical gestures, facial expressions and body movements in a manner which enhanced the interview process | Fidgeted –(i.e., movement of hands and feet frequently);  minimal use of physical gestures, facial expressions and body movements in a manner which enhanced the interview process |
| **Posture & Eye Contact** | Sits up straight, excellent posture; looks relaxed and confident; establishes eye contact with interviewers during the interview 90-100% of the time | Sits up straight, good posture; establishes eye contact with interviewers during the interview 80 -90% of the time | Does not look at persons involved in the interview process; keeps head down; minimal eye contact; does not have good posture; slouching |
| **Politeness** | Student never interrupted or hurried the interviewer and thanked them after the interview | Student interrupted or hurried the interviewer 1-2 times during the interview, thanked the person after the interview | Several times, the student interrupted or hurried the person doing the interviewing; forgot to thank person(s) |
| **General Attitude** | Appropriately interested and enthusiastic about the interview process | Shows basic interest in the interview; shows some enthusiasm | Lack of interest and enthusiasm about the interview; passive and indifferent |
| **Response to Questions (x2)** | Gives well-constructed, confident responses that are genuine | Gives well-constructed responses, does not sound rehearsed, student somewhat hesitant or unsure | Answers with “yes’ or “no” and fails to elaborate or explain; talks negatively about past employers |
| **Overall Demonstration of Interview Skills** | Highly proficient; appropriately utilized interview skills in an enthusiastic, motivating and engaging manner | Demonstrated average proficiency; average demonstration of competent interview skills in a generally confident manner | Demonstration of poor interview skills with little confidence displayed |

Total: /30