

INTERVIEW SCORING GUIDE

Name: _____ Training Program: _____

Directions: For each of the numbered items (Interview Category), choose one of the Scoring Levels and circle the appropriate points. Total and record the points at the bottom (maximum of 100 points).

INTERVIEW CATEGORY	SCORING LEVELS			
	Advanced Achievement	Satisfactory Achievement	Limited Achievement	No Achievement
1. Appearance	Professional appearance 20 points	Acceptable appearance 16 points	Marginal appearance 12 points	Sloppy appearance 8 points
2. Social Skills	Professional social skills 20 points	Acceptable social skills 16 points	Marginal social skills 12 points	Inappropriate social skills 8 points
3. Presentation	Prepared and confident; well versed in light conversation; calm and relaxed 20 points	Somewhat prepared; light conversation appropriate; minimally nervous; fairly relaxed 16 points	Lacking preparation; minimal light conversation; very nervous 12 points	Not prepared; no light conversation; overly nervous; uptight 8 points
4. Questions Answered	Extremely articulate; descriptions are specific and clear; word choice is professional 20 points	Articulate; descriptions are acceptable; word choice is acceptable 16 points	Fairly articulate; descriptions are questionable; word choice is questionable 12 points	Inarticulate; descriptions are vague; word choice is unacceptable 8 points
5. Questions Asked	Questions prepared in advance; clear; word choice is professional 10 points	Some questions prepared in advance; word choice is acceptable 8 points	No evidence of preparation, but asked some questions; word choice is questionable 6 points	No questions prepared; did not ask anything 4 points
6. Conclusion	Showed sincere interest in the job; clarified next step 10 points	Showed interest in the job; asked about next step 8 points	Showed little interest in the job; eluded to next step 6 points	Showed no interest in the job; did not clarify next step 4 points

Total Points: _____

90 - 100 points
80 - 89 points
60 - 79 points
0 - 59 points

Advanced Achievement
Satisfactory Achievement
Limited Achievement
No Achievement

Explanation of Interview Scoring Guide

Appearance:

Appropriate dress (neat and clean – no jeans or t-shirts)

Social Skills:

First impression

Firm handshake (at the beginning and end of the interview)

Introduction of self

Eye contact

Other general social expectations (such as thanking the interviewer for his/her time, how the applicant greeted the interviewer)

Presentation:

Sent/brought needed materials (examples include: copy of resume, application)

Reasonably calm and relaxed

Use of “light” conversation

Balance of confidence and modesty

Posture is straight and attentive

Questions Answered:

Pausing briefly to collect thoughts (but not an extended period of time)

Pertinent and specific information

Clear and brief, yet descriptive

Accurate

Shows knowledge of self

Questions Asked:

Prepared questions ahead of time to ask

Pertinent and specific to the job

Clear and brief

Shows knowledge of the “company”

Conclusion:

Left clear image of interest in job

Clarified next step