

Louisiana Christian University PTA Program Interview Rubric

Applicant Name: _____

Interviewer Name: _____

Criteria	1	2	3	4	Score
Appearance	<ul style="list-style-type: none"> ▪ Overall appearance is untidy ▪ Choice in clothing is inappropriate for any job interview (torn unclean, wrinkled) ▪ Poor grooming 	<ul style="list-style-type: none"> ▪ Appearance is somewhat untidy ▪ Choice in clothing is inappropriate (shirt untucked, tee-shirt, too much jewelry, etc.) ▪ Grooming attempt is evident 	<ul style="list-style-type: none"> ▪ Overall neat appearance ▪ Choice in clothing is acceptable for the type of interview <ul style="list-style-type: none"> ▪ Well groomed (ex. Shirt tucked in, jewelry blends with clothing, minimal wrinkles) 	<ul style="list-style-type: none"> ▪ Overall appearance is very neat ▪ Choice in clothing is appropriate for any job interview ▪ Very well groomed (hair, make-up, clothes pressed, etc.) ▪ Overall appearance is businesslike 	
Greeting	<ul style="list-style-type: none"> ▪ Unacceptable behavior and language ▪ Unfriendly and not courteous 	<ul style="list-style-type: none"> ▪ Used typical behavior and language – did modify behavior to fit the interview ▪ Attempts to be courteous to all in interview setting 	<ul style="list-style-type: none"> ▪ Acceptable behavior, well mannered, professionalism lacking ▪ Courteous to all involved in interview 	<ul style="list-style-type: none"> ▪ Professional behavior and language (handshake, “hello”, “thank you”, eye contact, etc.) ▪ Friendly and courteous to all involved in interview 	
Communication	<ul style="list-style-type: none"> ▪ Presentation shows lack of interest ▪ Facts about job not included ▪ Volume is inappropriate for interview (ex. Spoke too loudly, too softly) 	<ul style="list-style-type: none"> ▪ Showed some interest ▪ Knowledge of job is minimal <p align="center">Volume is uneven (varied)</p>	<ul style="list-style-type: none"> ▪ Showed interest throughout the interview ▪ Minimal mistakes in sentence structure and grammar ▪ Knowledge and facts are included/shared ▪ Volume is appropriate 	<ul style="list-style-type: none"> ▪ Very attentive ▪ Appropriate use of sentence structure and grammar ▪ Commitment & enthusiasm for job is conveyed ▪ Volume conveys business tone 	
Clarity	<ul style="list-style-type: none"> ▪ Most answers were unclear ▪ Difficult to understand message of what is being said ▪ Mumbling 	<ul style="list-style-type: none"> ▪ Many answers were unclear or incomprehensible at times ▪ Lapses in sentence structure and grammar 	<ul style="list-style-type: none"> ▪ Some answers were unclear but many were comprehensible 	<ul style="list-style-type: none"> ▪ All answers were clear and comprehensible 	
Comprehension	<ul style="list-style-type: none"> ▪ Unable to comprehend most questions; questions had to be repeated or simplified to elicit response 	<ul style="list-style-type: none"> ▪ Able to comprehend some questions; questions had to be repeated or simplified occasionally to elicit response 	<ul style="list-style-type: none"> ▪ Able to comprehend most questions responses were appropriate for the most part 	<ul style="list-style-type: none"> ▪ Able to comprehend all questions and give appropriate responses 	
Body Language	<ul style="list-style-type: none"> ▪ Fidgeted – ex. constant movement of hands and feet ▪ Lack of eye contact ▪ Slouching all the time 	<ul style="list-style-type: none"> ▪ Fidgeted – ex. movement of hands and feet frequently ▪ Eye contact is made intermittently ▪ Occasionally slouching 	<ul style="list-style-type: none"> ▪ Minimal fidgeting (ex. occasionally shifting) ▪ Occasional loss of eye contact ▪ Brief slouching, but quickly correcting self 	<ul style="list-style-type: none"> ▪ No fidgeting ▪ Eye contact made ▪ Sitting straight in chair 	
Responding to Questions	<ul style="list-style-type: none"> ▪ Inappropriate answers to questions ▪ Did not attempt to answer questions 	<ul style="list-style-type: none"> ▪ Gives inaccurate answers ▪ Attempts to answer questions ▪ Off Task 	<ul style="list-style-type: none"> ▪ Answers are acceptable and accurate ▪ Answers questions 	<ul style="list-style-type: none"> ▪ Thorough answers to questions 	
Asking Questions	<ul style="list-style-type: none"> ▪ No questions asked 	<ul style="list-style-type: none"> ▪ Student asked questions that were not related to the job 	<ul style="list-style-type: none"> ▪ Asked questions relating to the desired position 	<ul style="list-style-type: none"> ▪ Asked questions relating to the desired position. (Evidence is shown that the applicant had researched the business or career field) 	
Total					