Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Mock Interview Rubric**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Objectives** | **4 pts.****Excellent** | **3 pts.** **Good** | **2 pts.****Needs Some****Improvement** | **1 pt.** **Needs Much****Improvement** | **Pts.** |
| **Politeness** | -Never interrupted orhurried the interviewee-Thanked the intervieweefor being willing to beinterviewed | -Rarely interrupted or hurried the interviewee-Thanked the interviewee for being willing to be interviewed | -Rarely interrupted or hurried the interviewee-Forgot to thank theinterviewee | -Interrupted or hurriedthe interviewee several times -Forgot to thank theinterviewee |  |
| **Preparation** | -Prepared several in-depthand factual questionsbefore the interview | -Prepared a couple of in-depth and several factual questions before the interview | -Prepared several factualquestions to ask beforethe interview | -Did not prepare anyquestions before theinterview |  |
| **Setting Up the Interview** | -Introduced self -Explained why he or shewanted to interview theinterviewee-Asked permission to set up a time for an interview | -Introduced self -Asked permission to set up a time for the interview-Needed a reminder to explain why he or she wanted to do the interview | -Asked permission to setup a time for the interview-Needed reminders tointroduce self and toexplain why he or she wanted to do the interview | -Needed assistance inall aspects of setting up the interview |  |
| **Knowledge** **Gained** | -Can accurately answerseveral questions about the interviewee-Can tell how this interviewrelates to the material being studied in class | -Can accurately answer a few questions about the interviewee -Can tell how this interview relates to the material beingstudied in class | -Can accurately answer afew questions about theinterviewee | -Cannot accuratelyanswer questions about the interviewee |  |
| **Note-taking** | -Took occasional notesduring the interview, butusually maintained focus on the person-Added notes immediatelyafter the interview so factswere not lost | -Took occasional notes during the interview, but usually maintained focus on the person-Took no additional notes | -Took notes during the interview, but did so in away that interrupted theflow of the interview-May or may not havetaken additional notes | -Took no notes during or after the interview |  |

**Total Points (20 pts.)**

**Comments:**