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 or  hurried the interviewee  -Thanked the interviewee  for being willing to be  interviewed | -Rarely interrupted or hurried the interviewee  -Thanked the interviewee for being willing to be interviewed | -Rarely interrupted or  hurried the interviewee  -Forgot to thank the  interviewee | -Interrupted or hurried  the interviewee several times  -Forgot to thank the  interviewee |  |
| **Preparation** | -Prepared several in-depth  and factual questions  before the interview | -Prepared a couple of in-depth and several factual questions before the interview | -Prepared several factual  questions to ask before  the interview | -Did not prepare any  questions before the  interview |  |
| **Setting Up the Interview** | -Introduced self  -Explained why he or she  wanted to interview the  interviewee  -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 set  up a time for the interview  -Needed reminders to  introduce self and to  explain why he or she wanted to do the interview | -Needed assistance in  all aspects of setting up the interview |  |
| **Knowledge**  **Gained** | -Can accurately answer  several questions about the interviewee  -Can tell how this interview  relates 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 being  studied in class | -Can accurately answer a  few questions about the  interviewee | -Cannot accurately  answer questions about the interviewee |  |
| **Note-taking** | -Took occasional notes  during the interview, but  usually maintained focus on the person  -Added notes immediately  after the interview so facts  were 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 a  way that interrupted the  flow of the interview  -May or may not have  taken additional notes | -Took no notes during or after the interview |  |

**Total Points (20 pts.)**

**Comments:**