

Nebraska Council on Economic Education

Business Invitational Job Interview Rubric

Interviewee: _____

School: _____

Interviewer: _____

Date: _____

Evaluation Area/Item	Not Demonstrated	Below Expectations	Meets Expectations	Exceeds Expectations	Points Earned
<i>Professionalism</i>					
Demonstrates a proper, strong introduction and closing	0	1-2	3	4-5	
Demonstrates strong self-confidence, initiative, appropriate assertiveness, and enthusiasm	0	1-2	3	4-5	
Demonstrates proper nonverbal communication skills; eye contact, posture, facial expressions, body language, etc.	0	1-2	3	4-5	
Professional appearance and attire	0	1-2	3	4-5	
<i>Interview</i>					
Demonstrates the ability to understand and respond to interview questions with depth and insight	0	1-12	11-13	14-15	
Relates previous experiences/activities with position's duties and skills necessary to succeed	0	1-12	11-13	14-15	
Possesses knowledge about the position and career field	0	1-12	11-13	14-15	
Asks questions that demonstrate interest in the organization and understanding of the position	0	1-2	3	4-5	
<i>Application Materials</i>					
Appropriate business style and protocol; correct grammar, punctuation, and spelling	0	1-5	6-8	8-10	
Effectiveness of resume and cover letter	0	1-5	6-8	8-10	
Clear and concise presentation of facts with a logical arrangement	0	1-5	6-8	8-10	
JUDGE'S SIGNATURE:			FINAL SCORE (100 point max)		

ADDITIONAL COMMENTS MAY BE WRITTEN ON THE BACK OF THIS RUBRIC