



CCPD Mock Interview Rubric Grad/Prof School

Practicing interviewing skills is a very important process in applying for graduate and professional school as well as landing an internship or full-time job. Completing a mock interview can reduce anxiety and improve communication skills to help in a future interview.

PROFESSIONALISM					Comments
Appearance <i>Displayed proper hygiene (i.e. well kept, clean hair, no strong perfume or body odor)</i> <i>Dressed in appropriate attire</i> <i>Carried portfolio or notebook</i>	Excellent	Good	Fair	Poor	
Greeting and Handshake <i>Introduced self</i> <i>Arrived promptly</i> <i>Offered firm handshake and good eye contact</i>	Excellent	Good	Fair	Poor	
Small Talk <i>Spoke with enthusiasm and optimism</i>	Excellent	Good	Fair	Poor	
VERBAL COMMUNICATION					
Delivery <i>Appropriate rate and volume of speech</i> <i>Tone congruent with message</i> <i>Spoke clearly and articulately</i>	Excellent	Good	Fair	Poor	
Professional Language <i>Minimal use of filler words (i.e. um, like)</i> <i>Avoided slang</i> <i>Precise and descriptive in speech</i>	Excellent	Good	Fair	Poor	
“Telling your story” <i>Overall ability to connect experiences and skills to prof/ grad program with confidence</i> Used STAR method for behavioral questions	Excellent	Good	Fair	Poor	
NONVERBAL COMMUNICATION					
Eye Contact <i>Maintained natural & friendly eye contact 70% of the time</i> <i>Did not stare</i>	Excellent	Good	Fair	Poor	
Body Language <i>Demonstrated calm demeanor and posture</i> <i>Avoided fidgeting and distracting behaviors</i> <i>Leaned slightly forward to convey interest</i>	Excellent	Good	Fair	Poor	
Attitude <i>Displayed warm, engaging, eager, and open presence</i>	Excellent	Good	Fair	Poor	
PREPARATION AND INTEREST					
Prepared for interview/Researched school <i>Demonstrated prior research of program/school</i> <i>Conveyed knowledge of prof/grad school requirements</i> <i>Familiar with resume</i>	Excellent	Good	Fair	Poor	
Demonstrated interest in position <i>Conveyed motivation and initiative</i> <i>Able to clearly communicate career goals</i> <i>Demonstrated confidence in prof/grad program fit</i>	Excellent	Good	Fair	Poor	
Asked thoughtful questions of interviewer <i>Prepared 5 questions demonstrating thorough knowledge of prof/grad program</i> <i>Exhibited ability to connect with interviewer/s</i>	Excellent	Good	Fair	Poor	