



# COLLABORATIVE INTERNSHIP FOR ALL

Intern Interview Rubric

CATEGORY	1	2	3	4	SCORE
Appearance	Overall appearance is unprofessional (dress too casual, unkempt) <ul style="list-style-type: none"> <li>Lack of confidence and poised</li> </ul>	Appearance is generally appropriate but some aspects of appearance distracting (inappropriate length in clothing, etc.)	Choice in clothing is appropriate (button up shirt, blouse/dress slacks, etc.)	Overall appearance is professional (business suit) <ul style="list-style-type: none"> <li>Confident and poised</li> </ul>	
Greeting and Professionalism	Unfriendly, not courteous <ul style="list-style-type: none"> <li>Did not greet or shake hands</li> <li>Arrived late to interview</li> </ul>	Appeared hesitant/reserved <ul style="list-style-type: none"> <li>Minimal greeting (wave, brief smile)</li> <li>Arrived on time</li> </ul>	Courteous to all in the interview <ul style="list-style-type: none"> <li>Greeting was appropriate</li> <li>Arrived on time</li> </ul>	Professional behavior and language (handshaking, "hello," "thank you," eye contact) <ul style="list-style-type: none"> <li>Arrived early to interview</li> </ul>	
Communication	Answers with "yes" or "no" fails to elaborate or explain <ul style="list-style-type: none"> <li>Poor diction and grammar</li> </ul>	Satisfactory diction and grammar <ul style="list-style-type: none"> <li>Respond appropriately but sounds rehearsed or unsure</li> </ul>	Answered questions appropriately <ul style="list-style-type: none"> <li>Spoke clearly</li> <li>Minimal errors in diction and grammar</li> </ul>	Proper diction and grammar <ul style="list-style-type: none"> <li>Easy to converse with</li> <li>Gives well-constructed responses, confident responses that are genuine</li> </ul>	