

# Professionalism Rubric: Interviews

	Novice	Average	Advanced
First Impressions	<ul style="list-style-type: none"> <li>Lack of professional grooming, head to toe; you wear the same casual attire you wear to class</li> <li>Failure to introduce yourself with a firm handshake</li> <li>Lack of enthusiasm</li> </ul>	<ul style="list-style-type: none"> <li>You look like the person that has the job vs. the person trying to get the job</li> <li>You have a good introduction, but lack energy and enthusiasm</li> </ul>	<ul style="list-style-type: none"> <li>Your attire is polished and suited for the industry</li> <li>You introduce yourself with a confident handshake and good eye contact</li> <li>Your first impression is instantly engaging/you're just oozing with enthusiasm</li> </ul>
Non-Verbal Communication	<ul style="list-style-type: none"> <li>Poor eye contact</li> <li>Poor posture</li> <li>Distracting body language (ex. playing with your hair)</li> </ul>	<ul style="list-style-type: none"> <li>You have inconsistent eye contact</li> </ul>	<ul style="list-style-type: none"> <li>You maintain good eye contact, posture and poise throughout the interview</li> </ul>
Verbal Communication	<ul style="list-style-type: none"> <li>You answer questions with short or yes/no responses</li> <li>You use a lot of filler words, "uh" "um" "like"</li> <li>You do not consistently provide concrete examples of your experience and how it relates to the job</li> </ul>	<ul style="list-style-type: none"> <li>You can state your strengths and skills, but do not provide concrete examples</li> <li>You use some filler words, but not enough to be a distraction</li> </ul>	<ul style="list-style-type: none"> <li>You relate your skills and experience to the position with concrete examples and demonstrate why you are a good fit, using the STAR method</li> </ul>
Preparation	<ul style="list-style-type: none"> <li>You are unfamiliar with the company and job description</li> <li>Your resume is folded in your back pocket or you've forgotten to bring extra copies of your resume.</li> <li>You have no questions at the end of the interview</li> <li>You forget to ask for a business card and send a follow-up thank you email/note</li> </ul>	<ul style="list-style-type: none"> <li>You are familiar with the job description, but not the company</li> <li>You have 1-2 questions written down to demonstrate your interest and preparation</li> <li>You ask for a business card, but forget to follow-up with a thank you within 48 hours</li> </ul>	<ul style="list-style-type: none"> <li>You are knowledgeable about the position and the organization. You've done your research and know the key players</li> <li>Your portfolio is prepared with your resume, job description, questions, and examples of your work</li> <li>You have 3-5 prepared questions and ask additional questions that are reflective of the company and the position</li> <li>You follow up with a personalized thank you email within 48 hours.</li> </ul>