

**Self-Advocacy Course 2 Mock Interview Summative Assessment Rubric**

Student: \_\_\_\_\_ Mock Interview Evaluator: \_\_\_\_\_ Mock Interview Date: \_\_\_\_\_

Directions: Identify the demonstration level for each bullet point within each competency. Add up each row

<b>Competency</b>	<b>You're Hired - 3</b>	<b>We're Considering You - 2</b>	<b>Needs Work - 1</b>	<b>Score</b>
First Impression - Total possible 12	<ul style="list-style-type: none"> <li>• Firm handshake</li> <li>• Genuine smile</li> <li>• Confident body language</li> <li>• Excellent hygiene/appearance</li> </ul>	<ul style="list-style-type: none"> <li>• Weak handshake</li> <li>• Poor posture</li> <li>• Weak smile</li> <li>• Acceptable hygiene/appearance</li> </ul>	<ul style="list-style-type: none"> <li>• Does not shake hands</li> <li>• Minimal eye contact</li> <li>• Does not smile</li> <li>• Poor hygiene/appearance</li> </ul>	
Professional Appearance and Poise - Total possible 9	<ul style="list-style-type: none"> <li>• Interviewee is early</li> <li>• Clean, pressed clothes/ Appropriate business attire</li> <li>• Interview makes and maintains eye-contact</li> </ul>	<ul style="list-style-type: none"> <li>• Interviewee is on time</li> <li>• Either under- or over-dressed (lacking a tie/stockings vs. tux or club attire)</li> <li>• Interview makes eye-contact but eye-contact reduces throughout interview</li> </ul>	<ul style="list-style-type: none"> <li>• Interviewee is late</li> <li>• Too casual or inappropriate (jeans, flip-flops, etc.)/ Wrinkled clothing/ Visible piercings or tattoos</li> <li>• Interview does not make eye-contact</li> </ul>	
Professional Portfolio (* required elements) - Total possible 12 <ul style="list-style-type: none"> <li>• *Resume</li> <li>• Cover Letter</li> <li>• *Skill evidence OR</li> <li>• Work samples</li> <li>• *Letter(s) of Recommendation</li> <li>• High School Diploma</li> <li>• Licenses/Certifications</li> </ul>	<ul style="list-style-type: none"> <li>• Includes required elements AND Cover Letter</li> <li>• Resume is professional and neat</li> <li>• Perfect grammar/ formatting on Resume and Cover Letter (if included)</li> <li>• Resume contains detailed description of experiences and emphasizes transferable skills</li> </ul>	<ul style="list-style-type: none"> <li>• Includes required elements</li> <li>• Resume is neat but not professional</li> <li>• Few errors (grammar/format) on Resume and Cover Letter (if included)</li> <li>• Resume needs more details about experiences and transferable skills</li> </ul>	<ul style="list-style-type: none"> <li>• Does not include all required elements</li> <li>• Resume is not neat or professional</li> <li>• Poor formatting/Many grammatical errors</li> <li>• Resume includes little to no experience or transferable skills</li> </ul>	
General Attitude - Total possible 6	<ul style="list-style-type: none"> <li>• Interested and enthusiastic</li> <li>• Asked questions/Asked for business card</li> </ul>	<ul style="list-style-type: none"> <li>• Seems interested but could be better prepared</li> <li>• Somewhat shy/nervous</li> </ul>	<ul style="list-style-type: none"> <li>• Passive/indifferent</li> <li>• Extremely shy/nervous</li> </ul>	

<p>Content of Answers - Total possible 12</p>	<ul style="list-style-type: none"> <li>• Interviewee confidently demonstrates self-determination skills and is able to communicate strengths, abilities, aptitudes, challenges, preferences, needs, etc. successfully</li> <li>• Interviewee confidently shares professional portfolio and is able to answer questions pertaining to evidence</li> <li>• Well-constructed, honest, confident responses with examples</li> <li>• Consistently relates how skills will contribute to any position</li> </ul>	<ul style="list-style-type: none"> <li>• Interviewee demonstrates self-determination and is able to somewhat communicate strengths, abilities, aptitudes, challenges, preferences, needs, etc.</li> <li>• Interviewee shares professional portfolio and is able to answer questions pertaining to evidence, but is reserved</li> <li>• Responses honest but too short or vague</li> <li>• Refers to personal strengths, skills occasionally</li> </ul>	<ul style="list-style-type: none"> <li>• Interviewee does not demonstrate self-determination or is not able to communicate strengths, abilities, aptitudes, challenges, preferences, needs, etc.</li> <li>• Interviewee does not share portfolio or is unable to answer questions pertaining to evidence</li> <li>• Dishonest or “Yes” or “No” answers</li> <li>• Does not refer to applicable strengths/skills</li> <li>• Uses words like “things” or “stuff”</li> </ul>	
<p>Speaking Ability - Total possible 15</p>	<ul style="list-style-type: none"> <li>• Interviewee is professional and mature throughout the interview</li> <li>• Speaks clearly at all times</li> <li>• No distracting mannerisms</li> <li>• Easy to converse with</li> <li>• Uses proper diction and grammar</li> </ul>	<ul style="list-style-type: none"> <li>• Interviewee is mature but struggles with professionalism</li> <li>• Mumbles occasionally</li> <li>• Minimal “umms” and fidgeting</li> <li>• Conversation stops and starts at times</li> <li>• Satisfactory grammar and diction</li> </ul>	<ul style="list-style-type: none"> <li>• Interview is not professional/ Inappropriate language</li> <li>• Speaks too quietly or loudly</li> <li>• Lots of “umms” or fidgeting</li> <li>• Conversing is difficult for interviewee</li> <li>• Poor grammar and diction</li> </ul>	

Students should receive, at minimum, a **“We’re Considering You – 2”** in ALL competencies (a demonstration level of 2 for each bullet point). If any areas fall below, more work/support is required.

Evaluator’s Comments:

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