

## Louisiana College PTA Program Interview Rubric

Applicant Name: \_\_\_\_\_

Interviewer Name: \_\_\_\_\_

Criteria	1	2	3	4	Score
<b>Appearance</b>	<ul style="list-style-type: none"> <li>▪ Overall appearance is untidy</li> <li>▪ Choice in clothing is inappropriate for any job interview (torn unclean, wrinkled)</li> <li>▪ Poor grooming</li> </ul>	<ul style="list-style-type: none"> <li>▪ Appearance is somewhat untidy</li> <li>▪ Choice in clothing is inappropriate (shirt untucked, tee-shirt, too much jewelry, etc.)</li> <li>▪ Grooming attempt is evident</li> </ul>	<ul style="list-style-type: none"> <li>▪ Overall neat appearance</li> <li>▪ Choice in clothing is acceptable for the type of interview                             <ul style="list-style-type: none"> <li>▪ Well groomed (ex. Shirt tucked in, jewelry blends with clothing, minimal wrinkles)</li> </ul> </li> </ul>	<ul style="list-style-type: none"> <li>▪ Overall appearance is very neat</li> <li>▪ Choice in clothing is appropriate for any job interview</li> <li>▪ Very well groomed (hair, make-up, clothes pressed, etc.)</li> <li>▪ Overall appearance is businesslike</li> </ul>	
<b>Greeting</b>	<ul style="list-style-type: none"> <li>▪ Unacceptable behavior and language</li> <li>▪ Unfriendly and not courteous</li> </ul>	<ul style="list-style-type: none"> <li>▪ Used typical behavior and language – did modify behavior to fit the interview</li> <li>▪ Attempts to be courteous to all in interview setting</li> </ul>	<ul style="list-style-type: none"> <li>▪ Acceptable behavior, well mannered, professionalism lacking</li> <li>▪ Courteous to all involved in interview</li> </ul>	<ul style="list-style-type: none"> <li>▪ Professional behavior and language (handshake, “hello”, “thank you”, eye contact, etc.)</li> <li>▪ Friendly and courteous to all involved in interview</li> </ul>	
<b>Communication</b>	<ul style="list-style-type: none"> <li>▪ Presentation shows lack of interest</li> <li>▪ Facts about job not included</li> <li>▪ Volume is inappropriate for interview (ex. Spoke too loudly, too softly)</li> </ul>	<ul style="list-style-type: none"> <li>▪ Showed some interest</li> <li>▪ Knowledge of job is minimal</li> </ul> <p style="text-align: center;">Volume is uneven (varied)</p>	<ul style="list-style-type: none"> <li>▪ Showed interest throughout the interview</li> <li>▪ Minimal mistakes in sentence structure and grammar</li> <li>▪ Knowledge and facts are included/shared</li> <li>▪ Volume is appropriate</li> </ul>	<ul style="list-style-type: none"> <li>▪ Very attentive</li> <li>▪ Appropriate use of sentence structure and grammar</li> <li>▪ Commitment &amp; enthusiasm for job is conveyed</li> <li>▪ Volume conveys business tone</li> </ul>	
<b>Clarity</b>	<ul style="list-style-type: none"> <li>▪ Most answers were unclear</li> <li>▪ Difficult to understand message of what is being said</li> <li>▪ Mumbling</li> </ul>	<ul style="list-style-type: none"> <li>▪ Many answers were unclear or incomprehensible at times</li> <li>▪ Lapses in sentence structure and grammar</li> </ul>	<ul style="list-style-type: none"> <li>▪ Some answers were unclear but many were comprehensible</li> </ul>	<ul style="list-style-type: none"> <li>▪ All answers were clear and comprehensible</li> </ul>	
<b>Comprehension</b>	<ul style="list-style-type: none"> <li>▪ Unable to comprehend most questions; questions had to be repeated or simplified to elicit response</li> </ul>	<ul style="list-style-type: none"> <li>▪ Able to comprehend some questions; questions had to be repeated or simplified occasionally to elicit response</li> </ul>	<ul style="list-style-type: none"> <li>▪ Able to comprehend most questions responses were appropriate for the most part</li> </ul>	<ul style="list-style-type: none"> <li>▪ Able to comprehend all questions and give appropriate responses</li> </ul>	
<b>Body Language</b>	<ul style="list-style-type: none"> <li>▪ Fidgeted – ex. constant movement of hands and feet</li> <li>▪ Lack of eye contact</li> <li>▪ Slouching all the time</li> </ul>	<ul style="list-style-type: none"> <li>▪ Fidgeted – ex. movement of hands and feet frequently</li> <li>▪ Eye contact is made intermittently</li> <li>▪ Occasionally slouching</li> </ul>	<ul style="list-style-type: none"> <li>▪ Minimal fidgeting (ex. occasionally shifting)</li> <li>▪ Occasional loss of eye contact</li> <li>▪ Brief slouching, but quickly correcting self</li> </ul>	<ul style="list-style-type: none"> <li>▪ No fidgeting</li> <li>▪ Eye contact made</li> <li>▪ Sitting straight in chair</li> </ul>	
<b>Responding to Questions</b>	<ul style="list-style-type: none"> <li>▪ Inappropriate answers to questions</li> <li>▪ Did not attempt to answer questions</li> </ul>	<ul style="list-style-type: none"> <li>▪ Gives inaccurate answers</li> <li>▪ Attempts to answer questions</li> <li>▪ Off Task</li> </ul>	<ul style="list-style-type: none"> <li>▪ Answers are acceptable and accurate</li> <li>▪ Answers questions</li> </ul>	<ul style="list-style-type: none"> <li>▪ Thorough answers to questions</li> </ul>	
<b>Asking Questions</b>	<ul style="list-style-type: none"> <li>▪ No questions asked</li> </ul>	<ul style="list-style-type: none"> <li>▪ Student asked questions that were not related to the job</li> </ul>	<ul style="list-style-type: none"> <li>▪ Asked questions relating to the desired position</li> </ul>	<ul style="list-style-type: none"> <li>▪ Asked questions relating to the desired position. (Evidence is shown that the applicant had researched the business or career field)</li> </ul>	
<b>Total</b>					