

Interview Scoring Rubric Worksheet

Instructions: For each performance criterion, assign a score of 1–3 based on the Job Seeker’s responses. Use the descriptions to guide your scoring. Total the points at the end.

Scoring Key: 1 = Standard 2 = Above Standard 3 = Outstanding

Interview Performance Criteria	1 – Standard	2 – Above Standard	3 – Outstanding
Clarity and Organization of Responses	1 – Provides answers that are generally clear but may include minor rambling or incomplete points.	2 – Responses are consistently clear, focused, and logically organized.	3 – Answers are exceptionally well-structured, concise, and compelling; demonstrate strong command of subject matter.
Demonstrates Job Knowledge and Preparedness	1 – Shows general awareness of the role and responsibilities; answers indicate adequate preparation.	2 – Demonstrates solid understanding of role requirements and connects prior experience to position expectations.	3 – Exhibits deep knowledge of role and organization; draws insightful connections and provides forward-thinking ideas.
Problem-Solving and Critical Thinking	1 – Provides logical responses with some reliance on general statements.	2 – Offers thoughtful, specific examples that show analysis and sound reasoning.	3 – Delivers highly insightful, innovative examples that demonstrate advanced problem-solving skills and adaptability.
Professional Communication (Verbal)	1 – Uses professional tone; minor issues with word choice, pace, or clarity may occur.	2 – Consistently communicates with professionalism, clear language, and appropriate pace.	3 – Communication is polished, engaging, and persuasive; builds rapport naturally and enhances interview quality.
Use of Examples and Evidence	1 – Provides examples but may lack depth or relevance in some responses.	2 – Consistently supports responses with relevant, detailed examples from past experience.	3 – Examples are rich, highly relevant, and demonstrate leadership, initiative, and measurable impact.
Engagement and Active Listening	1 – Responds to questions asked but may need occasional redirection.	2 – Actively listens, clarifies questions when needed, and responds directly to prompts.	3 – Demonstrates excellent listening, anticipates follow-up needs, and adapts responses to interviewer cues.
Professional Presence and Confidence	1 – Appears composed with minor signs of nervousness; demonstrates basic confidence.	2 – Maintains professional demeanor and steady confidence throughout the interview.	3 – Projects strong, authentic presence; exudes confidence without arrogance; leaves a lasting positive impression.
Thoroughness and Completeness of Responses	1 – Provides responses that are generally adequate but may lack some detail or specificity.	2 – Provides complete, well-rounded responses that address all aspects of the question.	3 – Offers comprehensive, nuanced responses that go beyond the question to add depth and insight.

Scoring Summary:

Total Score (out of 24): _____

Recommendation (circle one): Strong Hire | Consider | Does Not Meet Expectations