

INTERVIEW RUBRIC

Employer/Organization: _____ Position: _____

Interview Component	Individual Topic Score	Overall Score	Comments
First Impressions Foundational (Character)	Promptness - Attire - Posture/Handshake - Friendliness - Engagement/Interest - Preparedness (ex. documents) – Confidence - Elevator Pitch/“Tell me/us about yourself” –		
Skills & Experiences Transferrable (Communication) Discipline (Content/Technical)	Foundational (Character, Interest...) - Transferrable (Communication, Teamwork...) - Industry/Discipline Specific (Content, Technical...) –		
Quality of Responses Ability to Communicate	BAR/STAR Method: <i>Background, Action, Result</i> <i>Situation, Task, Action, Result</i> <ul style="list-style-type: none"> “While serving as a (position) at (organization), I led a team of 15 employees from different departments through various trainings in order to..... This led to....” 		
Final Impressions OVERALL FIT Foundational Transferrable Industry/Discipline	Quality of Questions Asked - Thanked interviewers - Plan to Follow-up/Next steps – Lasting/Final Impression -		

SCORING: 1.) Poor/Negative Impact 2.) Needs Improvement 3.) Fair 4.) Good 5.) Excellent

OVERALL PROCESS:

Pre-Interview (Be Prepared):

- **Reflect** on how your experiences, skills, interests, values, personality and goals fit the employer and position (ex. Imagine PhD, Resume/CV)
- **Research** the employer and position (culture, responsibilities, expectations..) through social media, website, posting, contacts (ex. LinkedIn, Irish Compass)
- **Materials:** Notepad, Padfolio, Print Application Materials for Interviewees, Business Cards, Reference List
- **Interview Resources:** Big Interview - nd.biginterview.com (Online Practice) ; Job Interview Questions - jobinterviewquestions.com (General Questions by occupation) ; Glassdoor - glassdoor.com (Specific Employer Questions)

During (See Rubric Above):

- BE YOURSELF & Showcase YOU ARE THE BEST FIT
- Give information to get information when asking questions

Post (Thank You & Follow-Up):

- Follow-up Thank You with details from interview (email, letter...)
- Have clarity on next steps and process
- Follow-up if needed on process to ask questions and to reiterate interest

TYPES OF QUESTIONS:

Overview/First Impressions (overall fit, interest, values, goals):

- “Tell me/us about yourself”
- “Why are you interested in the position?”
- “Where do you see yourself in?”

Behavior Based/Situational (skills, experiences, strengths, areas for growth...):

- “Tell me about a time when....”

Technical/Content Knowledge (technical/discipline knowledge, tasks):

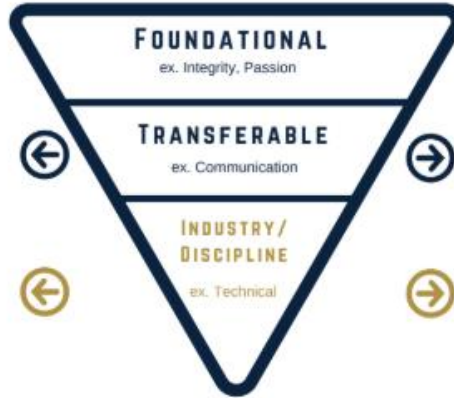
- “How have you utilized...?”
- “How comfortable are you with...?”

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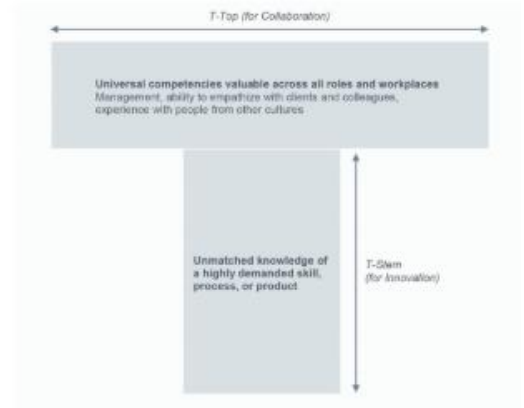
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OVERALL SKILLS:

"Career Readiness" (NACE)



"T-Shaped Professional"



NOTES:

- 1.
- 2.
- 3.
- 4.
- 5.

NEXT STEPS:

- 1.
- 2.
- 3.
- 4.
- 5.

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