



Computer Service
& Support

Interview Rubric

Name: _____

Date: _____

Position applying for: _____

Time available for work: _____

Person(s) to contact for interview: _____

Tel: _____ Location: _____

Interviewer: Ask the student for their job application. Assign a rating for each category using the following guide:

1 - Exceptional

2 - Acceptable

3 - Needs Improvement

4 - Unacceptable

Only applicants with a rating of 14 or less will be considered for this position. Additionally, no applicant can receive a rating of 3 or 4 in any single category. Students that do not meet the required rating will have to correct the deficiency and reschedule an appointment for another job interview.

Applicant Rating: _____ Comment: _____

| Rating | Category |
|--------|--|
| | Overall Appearance - looks well-groomed, neatly dressed and exhibits good posture |
| | Verbal Expression - has pleasing voice quality; Speaks clearly, correctly, and with ease; asks appropriate questions |
| | Personality - acts likable by being pleasant, courteous, considerate, tactful |
| | Temperament - appears calm and mature |
| | Knowledge/Skills – has the basic skills and indicates an understanding of their obligation towards learning this job and business |
| | Attitude - appears positive, enthusiastic, open-minded, willing to learn |
| | Written Expression - application appears neat, correctly completed |