

Arlington Employment Center' Interview Preparation Rubric

Category	Professional	Proficient	Developing	Incomplete	Notes
Research	<p>Thoroughly researches the company, its culture, and the job role.</p> <p>Understands the company's products, services, and recent news.</p> <p>Prepares questions to ask about the company and role.</p>	<p>Conducts good research on the company and job role.</p> <p>Has a general understanding of the company's products and services.</p> <p>Prepares a few questions to ask.</p>	<p>Conducts limited research on the company and job role.</p> <p>Basic understanding of the company's products and services.</p> <p>Prepares one or two questions to ask.</p>	<p>Conducts minimal or no research on the company and job role.</p> <p>Little to no understanding of the company's products and services.</p> <p>Does not prepare questions to ask.</p>	
Self-Presentation	<p>Dresses appropriately for the industry and company culture.</p> <p>Arrives on time or early for the interview.</p> <p>Brings multiple copies of the resume and other necessary documents.</p>	<p>Dresses appropriately with minor adjustments needed.</p> <p>Arrives on time.</p> <p>Brings a copy of the resume and necessary documents.</p>	<p>Dresses somewhat appropriately but needs improvement.</p> <p>Arrives slightly late.</p> <p>Brings some documents but may forget important ones.</p>	<p>Dresses inappropriately for the industry and company culture.</p> <p>Arrives late.</p> <p>Does not bring necessary documents.</p>	
Communication Skills	<p>Speaks clearly and confidently.</p> <p>Provides concise and relevant answers to questions.</p> <p>Demonstrates active listening and engages with the interviewer.</p>	<p>Speak with minor hesitations.</p> <p>Provides mostly relevant answers with some detail.</p> <p>Shows good listening skills and engagement.</p>	<p>Speaks with some hesitation and lacks confidence.</p> <p>Answers are somewhat relevant but need more detail.</p> <p>Needs improvement in listening and engagement.</p>	<p>Speaks unclearly and lacks confidence.</p> <p>Answers are irrelevant or incomplete.</p> <p>Poor listening skills and engagement.</p>	
Behavioral and Situational Responses	<p>Uses the STAR method (Situation, Task, Action, Result) to answer behavioral questions.</p> <p>Provides specific examples that highlight skills and experiences.</p> <p>Demonstrates problem-solving and critical thinking abilities.</p>	<p>Uses the STAR method with minor inconsistencies.</p> <p>Provides relevant examples with some detail.</p> <p>Shows good problem-solving and critical thinking abilities.</p>	<p>Attempts to use the STAR method but needs improvement.</p> <p>Examples are somewhat relevant but lack detail.</p> <p>Needs improvement in demonstrating problem-solving and critical thinking.</p>	<p>Does not use the STAR method.</p> <p>Examples are irrelevant or missing.</p> <p>Fails to demonstrate problem-solving and critical thinking abilities.</p>	