

Rubrics for Job Interviews

Score	Content of answer	Language Use	Articulation (clarity)	Body Language	Manner	Neatness of cover letter & CV
1 s.d. 2	constantly asking for repeatation; answers are not complete.	many expressions are not understandable	low volume; mumbling; heavy breathing; speak too fast; unclear; many mispronunciations	body language is rather distracting; lack of eye contact	too many improper manner	sloppy; very plain; too many mechanic mistakes; not representable (not professional)
3	providing proper answers, but some elements are still missing.	some expressions are still understandable	moderate volume; rather clear voice; some mispronunciations	some body language movements are helpful	sometimes show improper manner	average; few mecahnic mistakes; layout is balanced; representable (almost professional)
4	meet all elements of questions; providing proper answers	good use of words and sentence constructions	good volume; really clear voice; few mispronunciations	whole body language movements are helpful; effective eye contact	polite and very proper	excellent; very neat; colorful (right combination); layout is attractive; very professional