

Name _____

Section _____

BUSINESS PRESENTATIONS - JOB INTERVIEW ACTIVITIES RUBRIC

Your instructor will use the feedback from your peers, watch the video of your interviews, review the interview correspondence, and observe your overall participation in the project to determine your score.

3	2	1	Communication Skills (3 = Above Average; 2 Average; 1 Needs Improvement)	Comments
			Appropriate and Professional Dress	Nonverbal Skills:
			Self-Confidence/Poise/Posture	
			Overall Nonverbal Skills: Eye Contact, Smile, Energy	
			Greeting/Introduction	Verbal Skills:
			Company Knowledge	
			Quality of Questions/Responses	
			Overall Verbal Skills: Volume, Grammar, Fillers,	
			Application Email(s): Effective Communication Skills	Application Email:
			Application Email(s): Guidelines Followed	
			Thank You Email(s): Effective Communication Skills	Thank You:
			Thank You Email(s): Guidelines Followed	
			Interview Plan: 10 Questions, Noted Illegal Question	Interview Plan:
			Interview Plan: Effective Opening/Closing	
			Recommended for a Second Interview	
			Selected as a HR Representative	

Score:

Overall Project Grade and Comments:

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