

## Mock Interview Rating Scale – Instructor Version

**Instructor:** This scale includes a mix of standard and behavioral interview questions that the student might encounter now or in the future.

Use this scale during or after the student participates in interview simulations for desired positions. It may be appropriate to discuss how you rated the response, and the student rated the response, immediately following each question, rather than waiting until the end of the entire simulation.

As you present each question, you may also need to provide the student with time to score his/her response to that question (on the Student Version form), before moving on to the next question.

Student Name: \_\_\_\_\_ Date: \_\_\_\_\_

1) <i><b>"Tell me a little bit about yourself."</b></i>	Score: check one box
1. <b>POOR:</b> Satisfied no portion of the question could be characterized by several of the following- <ul style="list-style-type: none"> <li>• limited or no response</li> <li>• fully off-topic response</li> <li>• highly personal / inappropriate content (personal health, religion, politics, narrow interest not related to job, personal conflicts, relationship status, etc.)</li> <li>• highly negative content (negative or disparaging comments about self, teachers, co-workers, peers, previous work, school, etc.)</li> <li>• examples and details are negative and portray subject in an unfavorable light</li> </ul>	
2. <b>FAIR:</b> Satisfied limited portion of the question could be characterized by several of the following – <ul style="list-style-type: none"> <li>• incomplete response, answered only part of the question</li> <li>• some deviation off topic</li> <li>• limited examples and details to support response</li> <li>• mildly negative references (about self, teachers, co-workers, peers, previous work, etc.)</li> <li>• examples and details are somewhat negative and portray subject in a mildly unfavorable light</li> </ul>	

	Score: check one box
<b>3. GOOD:</b> Satisfied adequate portion of question could be characterized by several of the following – <ul style="list-style-type: none"> <li>• complete response without deviation from topic</li> <li>• examples and details are relevant to the question</li> <li>• adequate detail and examples to support response</li> <li>• examples and details are positive and portray subject in a favorable light</li> </ul>	
<b>4. EXCELLENT:</b> Fully satisfied all aspects of the question could be characterized by several of the following – <ul style="list-style-type: none"> <li>• examples and details provided are highly relevant to the question</li> <li>• examples and details are positive and portray subject in a highly favorable light</li> <li>• complete response without deviation from topic</li> </ul>	

<b>2) “Tell me about any work or volunteer experiences that you have had.”</b>	Score: check one box
<b>1. POOR:</b> Satisfied no portion of the question could be characterized by several of the following – <ul style="list-style-type: none"> <li>• limited or no response</li> <li>• fully off-topic response</li> <li>• highly personal / inappropriate content (personal health, religion, politics, narrow interest not related to job, personal conflicts, relationship status, etc.)</li> <li>• highly negative content (negative or disparaging comments about self, teachers, co-workers, peers, previous work, school, etc.)</li> <li>• examples and details are negative and portray subject in an unfavorable light</li> <li>• describes situation with a wholly negative outcome</li> </ul>	
<b>2. FAIR:</b> Satisfied limited portion of the question could be characterized by several of the following – <ul style="list-style-type: none"> <li>• incomplete response, answered only part of the question</li> <li>• some deviation off topic</li> <li>• limited examples and details to support response</li> <li>• mildly negative references (about self, teachers, co-workers, peers, previous work, etc.)</li> <li>• examples and details are somewhat negative and portray subject in a mildly unfavorable light</li> </ul>	

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<p>3. <b>GOOD:</b> Satisfied adequate portion of question could be characterized by several of the following –</p> <ul style="list-style-type: none"> <li>• complete response without deviation from topic</li> <li>• examples and details are relevant to the question</li> <li>• adequate detail and examples to support response</li> <li>• examples and details are positive and portray subject in a favorable light</li> <li>• theorizes on a basic level as to how they would respond if never in that situation</li> <li>• describes situation with a positive outcome</li> </ul>	
<p>4. <b>EXCELLENT:</b> Fully satisfied all aspects of the question could be characterized by several of the following –</p> <ul style="list-style-type: none"> <li>• examples and details provided are highly relevant to the question</li> <li>• examples and details are positive and portray subject in a highly favorable light</li> <li>• complete response without deviation from topic</li> <li>• theorizes on an elaborate level as to how they would respond if never in that situation</li> <li>• describes situation with a positive outcome</li> </ul>	

3) <i><b>“What are some of your strengths?”</b></i>	<b>Score: check one box</b>
<p>1. <b>POOR:</b> Satisfied no portion of the question could be characterized by several of the following –</p> <ul style="list-style-type: none"> <li>• limited or no response</li> <li>• fully off-topic response</li> <li>• highly personal / inappropriate content (personal health, religion, politics, narrow interest not related to a job, personal conflicts, relationship status, etc.)</li> <li>• highly negative content (negative or disparaging comments about self, teachers, co-workers, peers, previous work, school, etc.)</li> <li>• examples and details are negative and portray subject in an unfavorable light</li> </ul>	
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4) <i><b>“What would you say are some of your weaknesses?”</b></i>	<b>Score: check one box</b>
<p>1. <b>POOR:</b> Satisfied no portion of the question could be characterized by several of the following –</p> <ul style="list-style-type: none"> <li>• limited or no response</li> <li>• fully off-topic response</li> <li>• highly personal / inappropriate content (personal health, religion, politics, narrow interest not related to a job, personal conflicts, relationship status, etc.)</li> <li>• highly negative content (negative or disparaging comments about self, teachers, co-workers, peers, previous work, school, etc.)</li> <li>• examples and details are negative and portray subject in an unfavorable light</li> </ul>	
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<p>4. <b>EXCELLENT:</b> Fully satisfied all aspects of the question could be characterized by several of the following –</p> <ul style="list-style-type: none"> <li>• examples and details provided are highly relevant to the question</li> <li>• examples and details are positive and portray subject in a highly favorable light</li> <li>• complete response without deviation from topic</li> </ul>	

<b>5) “Why are you interested in this position?”</b> <b>* identify a desired position that the student is interviewing for ahead of time</b>	<b>Score:</b> <b>check one box</b>
<b>1. POOR:</b> Satisfied no portion of the question could be characterized by several of the following – <ul style="list-style-type: none"> <li>• limited or no response</li> <li>• fully off-topic response</li> <li>• highly personal / inappropriate content (personal health, religion, politics, narrow interest not related to job, personal conflicts, relationship status, etc.)</li> <li>• highly negative content (negative or disparaging comments about self, teachers, co-workers, peers, previous work, school, etc.)</li> <li>• examples and details are negative and portray subject in an unfavorable light</li> </ul>	
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<b>6) “Some people are not so easy to get along with. Tell me about a time where you had to work with someone in school or on the job who was difficult to get along with.”</b>	<b>Score: check one box</b>
<p><b>1. POOR: Satisfied no portion of the question</b> could be characterized by several of the following –</p> <ul style="list-style-type: none"> <li>• limited or no response</li> <li>• fully off-topic response</li> <li>• highly personal / inappropriate content (personal health, religion, politics, narrow interest not related to job, personal conflicts, relationship status, etc.)</li> <li>• highly negative content (negative or disparaging comments about self, teachers, co-workers, peers, previous work, school, etc.)</li> <li>• examples and details are negative and portray subject in an unfavorable light</li> <li>• describes situation with a wholly negative outcome</li> <li>• does not theorize as to how they would respond if never in that situation</li> <li>• subject’s response does not show evidence of behavioral trait needed to sufficiently handle routine functions of the position</li> </ul>	
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<p>4. <b>EXCELLENT:</b> Fully satisfied all aspects of the question could be characterized by several of the following –</p> <ul style="list-style-type: none"> <li>• examples and details provided are highly relevant to the question</li> <li>• examples and details are positive and portray subject in a highly favorable light</li> <li>• complete response without deviation from topic</li> <li>• theorizes on an elaborate level as to how they would respond if never in that situation</li> <li>• describes situation with a positive outcome</li> <li>• complete response (to behavioral question) includes description of the situation, the tasks related to the situation, the actions that the subject took to resolve the situation, and results of the situation</li> <li>• subject's response suggests that he / she might demonstrate leadership in this area and will have significant practical experience with this trait.</li> </ul>	

7) <i><b>"What do you do when you feel really frustrated or stressed?"</b></i>	Score: check one box
<p>1. <b>POOR:</b> Satisfied no portion of the question could be characterized by several of the following –</p> <ul style="list-style-type: none"> <li>• limited or no response</li> <li>• fully off-topic response</li> <li>• highly personal / inappropriate content (personal health, religion, politics, narrow interest not related to job, personal conflicts, relationship status, etc.)</li> <li>• highly negative content (negative or disparaging comments about self, teachers, co-workers, peers, previous work, school, etc.)</li> <li>• examples and details are negative and portray subject in an unfavorable light</li> <li>• describes situation with a wholly negative outcome</li> <li>• does not theorize as to how they would respond if never in that situation</li> <li>• subject's response does not show evidence of behavioral trait needed to sufficiently handle routine functions of the position</li> </ul>	



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<p><b>2. FAIR: Satisfied limited portion of the question</b> could be characterized by several of the following –</p> <ul style="list-style-type: none"> <li>• incomplete response, answered only part of the question</li> <li>• some deviation off topic</li> <li>• limited examples and details to support response</li> <li>• mildly negative references (about self, teachers, co-workers, peers, previous work, school, etc.)</li> <li>• examples and details are somewhat negative and portray subject in a mildly unfavorable light</li> <li>• partially theorizes as to how they would respond if never in that situation</li> <li>• subject's response reveals some ability to apply behavioral trait to handle routine functions of the position</li> </ul>	
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8) <i><b>“What is the best part of working with a group or team? What is the worst part?”</b></i>	Score: check one box
<p>1. <b>POOR: Satisfied no portion of the question</b> could be characterized by several of the following –</p> <ul style="list-style-type: none"> <li>• limited or no response</li> <li>• fully off-topic response</li> <li>• highly personal / inappropriate content (personal health, religion, politics, narrow interest not related to job, personal conflicts, relationship status, etc.)</li> <li>• highly negative content (negative or disparaging comments about self, teachers, co-workers, peers, previous work, school, etc.)</li> <li>• examples and details are negative and portray subject in an unfavorable light</li> <li>• describes situation with a wholly negative outcome</li> <li>• does not theorize as to how they would respond if never in that situation</li> <li>• subject’s response does not show evidence of behavioral trait needed to sufficiently handle routine functions of the position</li> </ul>	
<p>2. <b>FAIR: Satisfied limited portion of the question</b> could be characterized by several of the following –</p> <ul style="list-style-type: none"> <li>• incomplete response, answered only part of the question</li> <li>• some deviation off topic</li> <li>• limited examples and details to support response</li> <li>• mildly negative references (about self, teachers, co-workers, peers, previous work, school, etc.)</li> <li>• examples and details are somewhat negative and portray subject in a mildly unfavorable light</li> <li>• partially theorizes as to how they would respond if never in that situation</li> <li>• subject’s response reveals some ability to apply behavioral trait to handle routine functions of the position</li> </ul>	
<p>3. <b>GOOD: Satisfied adequate portion of question</b> could be characterized by several of the following –</p> <ul style="list-style-type: none"> <li>• complete response without deviation from topic</li> <li>• examples and details are relevant to the question</li> <li>• adequate detail and examples to support response</li> <li>• examples and details are positive and portray subject in a favorable light</li> <li>• theorizes on a basic level as to how they would respond if never in that situation</li> <li>• describes situation with a positive outcome</li> <li>• subject’s response suggests that he /she demonstrates this behavior on a regular basis and expresses comfort with this trait</li> </ul>	

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9) <i><b>"Describe a time where you helped someone out. Who were they and what did you do to help them?"</b></i>	Score: check one box
<p>1. <b>POOR:</b> Satisfied no portion of the question could be characterized by several of the following –</p> <ul style="list-style-type: none"> <li>• limited or no response</li> <li>• fully off-topic response</li> <li>• highly personal / inappropriate content (personal health, religion, politics, narrow interest not related to job, personal conflicts, relationship status, etc.)</li> <li>• highly negative content (negative or disparaging comments about self, teachers, co-workers, peers, previous work, school, etc.)</li> <li>• examples and details are negative and portray subject in an unfavorable light</li> <li>• describes situation with a wholly negative outcome</li> <li>• does not theorize as to how they would respond if never in that situation</li> <li>• subject's response does not show evidence of behavioral trait needed to sufficiently handle routine functions of the position</li> </ul>	

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<p>2. <b>FAIR: Satisfied limited portion of the question</b> could be characterized by several of the following –</p> <ul style="list-style-type: none"> <li>• incomplete response, answered only part of the question</li> <li>• some deviation off topic</li> <li>• limited examples and details to support response</li> <li>• mildly negative references (about self, teachers, co-workers, peers, previous work, school, etc.)</li> <li>• examples and details are somewhat negative and portray subject in a mildly unfavorable light</li> <li>• partially theorizes as to how they would respond if never in that situation</li> <li>• subject's response reveals some ability to apply behavioral trait to handle routine functions of the job</li> </ul>	
<p>3. <b>GOOD: Satisfied adequate portion of question</b> could be characterized by several of the following –</p> <ul style="list-style-type: none"> <li>• complete response without deviation from topic</li> <li>• examples and details are relevant to the question</li> <li>• adequate detail and examples to support response</li> <li>• examples and details are positive and portray subject in a favorable light</li> <li>• theorizes on a basic level as to how they would respond if never in that situation</li> <li>• describes situation with a positive outcome</li> <li>• subject's response suggests that he /she demonstrates this behavior on a regular basis and expresses comfort with this trait</li> </ul>	
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<b>10) “Tell me about a time when you had a difficult project or assignment and you were not sure what to do about it. How did you handle it?”</b>	<b>Score: check one box</b>
<p><b>1. POOR: Satisfied no portion of the question</b> could be characterized by several of the following –</p> <ul style="list-style-type: none"> <li>• limited or no response</li> <li>• fully off-topic response</li> <li>• highly personal / inappropriate content (personal health, religion, politics, narrow interest not related to job, personal conflicts, relationship status, etc.)</li> <li>• highly negative content (negative or disparaging comments about self, teachers, co-workers, peers, previous work, school, etc.)</li> <li>• examples and details are negative and portray subject in an unfavorable light</li> <li>• describes situation with a wholly negative outcome</li> <li>• does not theorize as to how they would respond if never in that situation</li> <li>• subject’s response does not show evidence of behavioral trait needed to sufficiently handle routine functions of the position</li> </ul>	
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