

**Library Interview Rubric**

**Name:** \_\_\_\_\_

Performance Criteria	Score	Rating = 3	Rating = 2	Rating = 1
<b>First Impressions</b>		Appearance is professional Choice in clothing is appropriate for any interview Very well groomed	Overall appearance is neat Choice in clothing is acceptable for this type of interview Well groomed	Overall appearance is untidy, ungroomed, and unprofessional Choice in clothing is inappropriate (sweatpants, jeans, shorts, torn & wrinkled clothing)
<b>Communication</b>		Speaks clearly and distinctly with correct grammar and pronunciation Volume conveys confidence, intention, and business-like tone Provides handshake and good eye contact	Speaking is clear with minimal mistakes in sentence structure and grammar, but casual Volume is appropriate Uses some eye-contact	Speaking is unclear with lapses in sentence structure and grammar Volume is uneven and speaker appears to be nervous or sleepy
<b>Poise &amp; Attitude</b>		Good posture Nice tone of voice Appropriately interested and enthusiastic about the interview process	Okay posture Good tone, but conversation somewhat hesitant Shows basic interest in the interview; Shows some enthusiasm	Poor posture Lack of interest and enthusiasm about the interview Passive, distracted, and indifferent
<b>Preparation of Interview Questions</b>		Confidently asks thoughtful, well-constructed questions Questions cover relevant industry content and relate directly to Taylor Memorial Library Provides a copy of questions for the librarian	Asks well-constructed questions Questions somewhat cover relevant industry content and relate to Taylor Memorial Library	Asks questions lacking appropriate preparation, effort, and research Questions are irrelevant to industry and Taylor Memorial Library
<b>Industry Knowledge</b>		Demonstrates familiarity with information services industry trends and knowledge of library science field	Demonstrates some familiarity with information services industry trends and knowledge of library science field but seems somewhat hesitant or unsure	Demonstrates little to no understanding of information services industry trends or knowledge of library science field
<b>Total (15)</b>		<b>Evaluator's Comments:</b>		