

JOB INTERVIEW RUBRIC TEMPLATE



APPLICANT NAME
REVIEWER NAME

DATE

RUBRIC	SCORE
Expectations exceeded; Highest skill set evidenced; Very strong	4
Expectations met; Strong skill set evidenced; Strong	3
Guidelines met; Adequate skill set evidenced; Adequate	2
Guidelines somewhat met; Inadequate skillset evidenced; Minimal / Limited	1
Inadequate; Incomplete; Skill set not evidenced	0

SCORING SCALE	TOTAL
EXCEPTIONAL	25 – 28
STRONG CANDIDATE	21 – 24
MEETS MINIMUM	16 – 20
MINIMUM NOT MET	0 – 15

CRITERIA	4	3	2	1	0
Application fully completed					
Previous employment provided; Work experience is applicable; Contact and email provided for past employer(s)					
Education history provided; Previous education is applicable					
Exhibited appropriate level of interest; Provided details of availability; Availability suits the projected start date / time frame					
Provided evidence of adequate training and personal experience					
Complete resume provided; Resume reflects suitable fit for position					
References provided; Complete contact information provided for each					
COLUMN TOTALS					
TOTAL SCORE					

ADDITIONAL COMMENTS

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