**INTERVIEW SCORING RUBRIC (counts as 50% of total score)**

APPLICANT’S NAME:

SCHOOL DISTRICT:

SCORERS’ PRINTED NAMES:

SCORERS’ SIGNATURES:

| **Criteria** | **1 Point** | **2 Points** | **3 Points** | **4 Points** | **Score** |
| --- | --- | --- | --- | --- | --- |
| **Appearance** | * **Overall appearance is untidy** * Choice in clothing is inappropriate for interview (torn unclean, wrinkled) * Poor grooming | * **Appearance is somewhat untidy** * Choice in clothing is inappropriate * Grooming attempt is evident | * **Overall neat appearance** * Choice in clothing is acceptable for the type of interview | * **Overall appearance is very neat** * Choice in clothing is appropriate for interview * Very well groomed * Overall appearance is businesslike |  |
| **Greeting** | * **Unacceptable behavior and language** * Unfriendly and not courteous | * **Used typical behavior and language – did modify behavior to fit the interview** * Attempts to be courteous to all in interview setting | * **Acceptable behavior, well mannered, age appropriate and context professionalism lacking** * Courteous to all involved in interview | * **Professional behavior and language (handshake, “hello”, “thank you”, eye contact, etc.)** * Friendly and courteous to all involved in interview |  |
| **Communication** | * **Presentation shows lack of interest** * Speaking is unclear – very difficult to understand message of what is being said (ex. mumbling) * Facts about scholarship and goals not included * Volume is inappropriate for interview (ex. Spoke too loudly, too softly) | * **Showed some interest** * Speaking is unclear– lapses in sentence structure and grammar * Knowledge of personal goals is minimal * Volume is uneven (varied) | * **Showed interest throughout the interview** * Speaking clearly * Minimal mistakes in sentence structure and grammar * Knowledge and facts are included/shared * Volume is appropriate | * **Very attentive** * Speaking clearly * Appropriate use of sentence structure and grammar * Commitment & enthusiasm for use of scholarship to further goals is conveyed * Volume conveys appropriate tone for interview |  |
| **Responding to Questions** | * **Inappropriate answers to questions** * Did not attempt to answer questions | * **Gives inaccurate answers** * Attempts to answer questions | * **Answers are acceptable and accurate** * Answers questions | * **Thorough answers to questions and provides personal and professionally appropriate details** |  |
| **Asking Questions** | * No questions asked | * Applicant asked questions that were not related to the scholarship | * **Asked questions relating to the scholarship** | * **Asked questions relating to the scholarship.** (Evidence is shown that the applicant had researched the scholarship’s goal for students, requirements for fulfilling eligibility, etc.) |  |
| **Total Score** | | | | |  |

Once the interview is scored by the assigned team members from the Scholarship Advisory Committee, the score sheet is to be sent to the executive director.