**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.