

# Virtual Workplace Experience II

## Portfolio Projects Resources – 03-04b Virtual Job Interview Rubric



Name \_\_\_\_\_ Date \_\_\_\_\_ Period \_\_\_\_\_

Interview & Presentation				
	4 – Excellent	3 – Good	2 – Fair	1 – NI
<b>Quality of Questions</b>	The interview includes at least 10 questions that are relevant to the chosen career AND general job interview questions.	The interview includes 7-9 questions that are relevant to the chosen career AND general job interview questions.	Most of the questions are general and not specific to the chosen career.	Questions are not appropriate for the chosen career.
<b>Quality of Responses</b>	Responses clearly relate to the questions and chosen career. It includes several supporting details and/or examples.	Responses generally relate to the questions and chosen career.	Responses demonstrate a lack of planning and relate to the questions and chosen career field less than 50% of the time. No details and/or examples are given.	Responses are generic and demonstrate no-to-little research or planning of chosen career.
<b>Knowledge Gained</b>	Student can accurately answer all questions related to facts in the interview and presentation.	Student can accurately answer most questions related to facts in the interview and presentation.	Student can accurately answer about 75% of questions related to facts in the interview and presentation.	Student appears to have insufficient knowledge about the facts or processes in the interview or presentation.
<b>Speaks Clearly (Interview)</b>	Speaks clearly and distinctly all (100-95%) the time, and mispronounces no words.	Speaks clearly and distinctly most ( 94-85%) of the time.	Speaks clearly and distinctly some ( 50-84%) of the time.	Often mumbles or can not be understood
<b>Preparedness</b>	Student is completely prepared and has obviously rehearsed.	Student seems pretty prepared but might have needed a couple more rehearsals.	The student is somewhat prepared, but it is clear that rehearsal was lacking.	Student does not seem at all prepared to present.
<b>Clarity</b>	Video and audio are clear and audible 100% of the time.	Video and audio are clear 75-99% of the time.	Video and audio are clear 50-74% of the time.	Video and audio are clear and audible less than 50% of the time.
<b>Appearance</b>	Dress and grooming are appropriate for a professional job interview.			Dress and grooming are casual and inappropriate for a professional job interview.
Reflection				
<b>Sentence Structure and Grammar</b>	Sentences are well constructed and there is no more than 1 grammatical errors.	Sentences are well constructed and there are minor grammatical errors.	Sentences lack proper construction but the point can still be found.	Poor sentence construction and grammar. Main point is unclear.
<b>Connection</b>	Reflection clearly speaks to the research performed and work produced and shows strong awareness of areas of strength and potential growth.	Reflection is mostly on topic and speaks to the work produced and shows some awareness of areas of strength and potential growth.	Reflection is mostly on topic but does not address either areas of strength or potential areas of growth.	Reflection is not on topic and does not address the work.
<b>Sources</b>	All sources (information and graphics) are accurately documented in the desired format.	All sources (information and graphics) are accurately documented, but a few are not in the desired format.	All sources (information and graphics) are accurately documented, but many are not in the desired format.	Some sources are not accurately documented.