



**Ubuntu Education Fund UP Interview Rubric**

Student Name: _____	Vocational Track Chosen: _____
Inivilator: _____	

Quality Criteria	Meets Quality Standards	Points	Meets Minimal Standards	Points	Does not meet Minimal Standards	Points
<b>First Impressions</b>	Appearance is professional. Very well groomed	5	Overall appearance is neat. Choice in clothing is appropriate for this type of interview. Attempt at grooming evident	3	Overall appearance is somewhat untidy and not professional. Choice in clothing is Inappropriate. Poor grooming.	1
<b>Time Management</b>	Arrived early or candidate was on time.	5	Candidate was 1-5 minutes late.	3	Client was inexcusably late	1
<b>Poise</b>	Good posture (sitting straight and up to the table) Good tone of voice. Good Eye contact	5	Fair posture(ie. Slouching but sitting back in chair, Good tone, but answers somewhat hesitant. A little eye contact was made.	3	Poor posture. Distracted. Ittle or no eye contact used. No eye contact was made at all.	1
<b>Response to Questions</b>	Thorough answers to questions. Good Volume, grammar and vocabulary used. Speaks clearly. Uses appropriate speed when speaking. Speaks with confidence	5	Answers are acceptable and accurate. Attempt made to answer questions. Some eye contact used. Some nervous fidgeting.	3	Inappropriate answers to questions o does not attempt to answer questions. Speaks too softly or mumbles. Uses inappropriate vocabulary in responses(slang, etc)	1
<b>Aspirations, Ambition and Drive</b>	Shows understanding of chosen vocation and has clear plans and goals	5	Does not truly understand their chosen path. Goals not clearly defined	3	No planning of the future has taken place. No research into career path has been done	1
	<b>Add total Points</b>		<b>Add total points</b>		<b>Add total points</b>	

Other Notes on candidate:

**Total Points (add all totals)** \_\_\_\_\_