

Interview Rubric

Vail Internship Program

NONVERBAL BEHAVIORS	Yes	Somewhat	No
Dressed appropriately			
Firmly shook hands with the interviewer(s)			
Maintained good posture			
Maintained eye contact			
Did not fidget			
Used hands for emphasis where appropriate			
Notes:			
VERBAL BEHAVIORS	Yes	Somewhat	No
Answered questions completely with supporting details			
Displayed enthusiasm			
Responded to questions promptly, but not hurried			
Spoke clearly and at a reasonable volume			
Highlighted work-related skills/attributes from past experience			
Avoided filler words and phrases (um, you know)			
Demonstrated knowledge of the program			
Asked prepared questions of the interviewer(s)			
Thanked interviewer(s)			
Showed overall preparedness			
Notes:			