

LC PTA Interview Rubric (Updated 11/17)

Criteria	1	3	5	Score/Comments
Appearance	Overall appearance is untidy; inappropriate clothing choices; poor grooming	Overall appearance is neat; acceptable clothing choice; well groomed	Overall appearance is very neat; job interview appropriate clothing; well groomed; clinic appropriate or business-like appearance	
Greeting	Unacceptable behavior and language; unfriendly	Acceptable behavior, well-mannered, courteous; professionalism lacking	Professional behavior and language; friendly and courteous	
Communication	Presentation shows lack of interest; speaking unclear; inappropriate volume	Showed some interest; speaking unclear; minimal knowledge of job; varied volume	Very attentive; speaking clearly; enthusiasm for profession/program conveyed; business-tone volume	
Body Language	Fidgeting; lack of eye contact; slouching	Minimal fidgeting; overall eye contact; occasionally slouching	No fidgeting; good consistent eye contact; upright posture	
Responding to Questions	Inappropriate/inaccurate answers to questions; did not answer all questions	Answers are acceptable and answers all questions	Thorough, appropriate answers to questions	
Asking questions	No questions asked	Asked questions unrelated to profession/program	Asked questions related to profession/program showing	

			evidence of research into field	
General Attitude	Lack of interest and enthusiasm; passive/indifferent	Shows basic interest and some enthusiasm	Appropriately interested and enthusiastic about interview process	
Timeliness	5-10 min late to interview; offers apology	On time to interview, prepared	Arrives 10 minutes early to interview, prepared	
Politeness	Student interrupts/hurries interviewers several times, does not thank interviewers	Student interrupts/hurries interviewers 1-2 times during interview; thanks interviewers	Student never interrupts/hurries interviewers; thanks interviewers	
Integrity/Sincerity	Responses are inconsistent, claims seem to be exaggerated, lacking sincerity	Responses generally consistent; specific examples provided consistently; shows sincerity	Responses all consistent; uses concrete, specific examples; shows sincerity with all answers	

****Adapted from Louisiana College PTA Program Admissions Rubric 2016*