

# PTA Program Interview Rubric

Overall Assessment	Above Average (5)	Average (3)	Below Average (1)	Comments
<b>Physical Appearance</b>	Dressed in a professional manner; Neat and well-groomed;	Dressed in a casual manner; Well groomed	Dressed inappropriately for professional program interview Somewhat sloppy grooming	
<b>Arrival, Greeting, and Closure</b>	Early for interview, professional behavior- greets all interviewers with hello and firm handshake; Friendly and courteous to all- says thank you at the end of the interview	Shows up on time for interview, acceptable behavior, moderate professionalism, - introduced with hi, somewhat firm handshake- Completed either greeting or closure, but not both	Late for interview- no greeting Uses informal behavior and language – did modify behavior to fit the interview; no closure at end of interview	
<b>Eye Contact and Posture</b>	Excellent eye contact and upright posture throughout interview,	Occasional loss of eye contact Combination of upright posture with some slouching, but quickly correcting self	Eye contact less than 50% of the time  Poor posture/slouching greater than 50% of the time	

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<b>Overall Verbal Communication Style</b>	Speaks clearly, confidently; no nervous habits, few to spoke professionally without slang- poised	Speaks clearly with infrequent stumbling over words; Apparently nervousness; Spoke professionally with occasional slang	Frequent fumbling to find the right words to speak; Nervousness caused shakiness of voice; Frequent use of informal phrasing/slang	
<b>Overall Communication with Other Applicants</b>	Engaged fellow applicants while they spoke through eye contact, posturing; Acknowledged and built on other applicant's answers as appropriate	Appeared to be listening to other applicants but did not build on answers others gave	Paid little to no attention when other applicants spoke. Did not acknowledge others' answers nor paid attention to other applicants via eye contact or posturing	
<b>Overall Level of Preparedness</b>	Quick answers as if had practiced, researched, or anticipated questions for more than half of the questions; frequently gave examples to support answers	Took more time to think of answers; appeared somewhat prepared; sometimes gave examples, other times answered questions in general terms	Easily and apparently flustered by questions; appeared anxious and unprepared; went back to answer questions asked previously asked when supposed to answer new question; few to no examples given, spoke in general terms	