Student’s Name:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Volunteer’s Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

CE Teacher:

**Mock Interview Questions**

|  |
| --- |
| 1. Tell me about yourself?
 |
| 1. Tell me about your skills/strengths?
 |
| 1. Tell me a time when you demonstrated teamwork?
 |
| 1. Tell me a time when you overcame a difficult situation?
 |
| 1. What has been your biggest achievement?
 |

**Interview Summative Rubric**

Student’s Name:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Volunteer’s Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

CE Teacher:

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Standard** | **4****Exceeds Standard**(Student demonstrated the Standard in an extremely professional manner; greatly exceeds business standards.) | **3****Meets Standard**(Student demonstrated the Standard in an acceptable and effective manner; meets at least minimal business standards.) | **2****Approaching Standard**(Student demonstrated the Standard with limited effectiveness; performance generally fell below minimal business standards.) | **1****Needs Training**(Student demonstrated the Standard with little or no effectiveness; a great deal of formal training would be needed for student to be effective) |
| **Question 1 & 2**Provide a thorough self-assessment of your skills, strengths and targeted growth areas | * Provides several examples in a range of skills and strengths
* Provides clear illustrations (detail and reflection)
* Identifies areas of growth and where improvement could lead
 | * Provides examples of skills and strengths, but lacks detail/reflection
* Identifies areas of growth, but does not express what the improvement would allow them
 | * Attempts to provide skills and strengths, but does not ever provide solid understanding of skills and strengths
* Tells stories without reflection
* Attempts to provide area of improvement, but does not actually provide clear understanding
 | * Does not address skills, strengths and areas of improvement; (provides only a list)
 |
| **Question 3 & 4**Identify significant people, events or experiences and their influences on actions and decisions in regards to teamwork and difficult situations | * Provides example of how they have demonstrated teamwork; providing an explanation of how people, events and/or experiences influenced their success in working with others
* Provides an explanation of how they have overcome a difficult situation; providing an explanation of how people, events and/or experiences influenced how they overcame the situation
 | * Provides example of how they have demonstrated teamwork; but does not provide a clear connection of how people, events and/or experiences influenced their success in working with others
* Provides an explanation of how they have overcome a difficult situation; but does not provide a clear connection of how people, events and/or experiences influenced how they overcame the situation
 | * Discusses teamwork, but does not provide an example of how they demonstrated teamwork
* Discusses difficult situations, but does not address specifically how they overcame a difficult situation
* Does not provide a clear explanation of how people, events and/or experiences influenced their actions and decisions
 | * Does not demonstrate an understanding of teamwork
* Does not demonstrate an understanding of overcoming difficult situations
* Does nto demonstrate how people, events and/or experiences influence actions and decisions
 |

**(continued on back)**

**Interview Summative Rubric (continued)**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Standard** | **4****Exceeds Standard**(Student demonstrated the Standard in an extremely professional manner; greatly exceeds business standards.) | **3****Meets Standard**(Student demonstrated the Standard in an acceptable and effective manner; meets at least minimal business standards.) | **2****Approaching Standard**(Student demonstrated the Standard with limited effectiveness; performance generally fell below minimal business standards.) | **1****Needs Training**(Student demonstrated the Standard with little or no effectiveness; a great deal of formal training would be needed for student to be effective) |
| **Question 5**Explain how your values and interests influenced your decision-making and planning in accomplishing one of your biggest achievements | * Provides an example of a significant achievement
* Evaluates how values or interests influenced their decisions/actions that resulted in the achievement
 | * Provides an example of a significant achievement
* Touches on what values and/or interests are, but does not explain how they influenced their decisions/actions that resulted in the achievement
 | * Provides an example of an accomplishment
* Does not discuss values and/or interests and their impact on decision-making and/or planning
 | * Identifies an accomplishment
* Does not discuss value or interests
 |
| **Overall**Communicates effectively and efficiently in a variety of formats (written, visual, spoken) | * Uses language to provide a clear message
* Engages audience (eye contact etc…)
* Respectfully addresses others (handshake, timeliness, attire etc…)
 | * Language does not provide a consistently clear message
* Interacts with audience, but does not engage audience (eye contact etc…)
* Attempts to show respect towards others (handshake, timeliness, attire etc…)
 | * Language does not provide a clear message
* Lacks confidence in interacting with audience (eye contact etc…)
* Demonstration of respect for others is not consistent (handshake, timeliness, attire etc…)
 | * Language is generalized, does not stay focused
* Uncomfortable interacting with audience
* Lacks respect for others (handshake, timeliness, attire etc…)
 |

Comments/Feedback: