**LC PTA Interview Rubric (Updated 11/17)-**

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| --- | --- | --- | --- | --- |
| 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 | 3 |
| 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*