

Assessment Rubric: Individual Panel Interview (40%)

Name and SID: _____

Criteria	Excellent / Very Good (A / A-)	Good (B+ / B / B-)	Fair (C+ / C / C-)	Pass (D+ / D)	Fail (F)
Content Score: ____/40	Skilfully delivers a concise three-part self-introduction clearly tailored to the position.	Delivers a concise three-part self-introduction tailored to the position.	Delivers a somewhat concise self-introduction with some relevance to the position.	Delivers a self-introduction that is too long, too short, or not tailored to the position.	Fails to deliver an appropriate self-introduction.
	Provides highly appropriate and engaging responses that showcase relevant qualifications, experiences, and skills.	Provides appropriate and somewhat engaging responses that highlight relevant qualifications, experiences, and skills.	Provides adequate responses that touch on some relevant qualifications, experiences, and skills.	Struggles to respond adequately, offering only partial information on qualifications, experiences, and skills.	Provides inadequate responses, lacking relevant information on qualifications, experiences, and skills.
	Seamlessly incorporates compelling and well-structured anecdotes and examples into responses.	Incorporates appropriate and well-structured anecdotes and examples into responses.	Incorporates somewhat appropriate and structured anecdotes and examples into responses.	Makes little attempt to incorporate anecdotes or examples into responses.	Makes no attempt to use anecdotes to respond to behavioural and/or technical questions.
	Demonstrates a thorough understanding of the organisation, role, and industry with highly tailored and insightful responses.	Demonstrates a clear understanding of the organisation, role, and industry with tailored and thoughtful responses.	Demonstrates an acceptable understanding of the organisation, role, and industry with somewhat tailored responses.	Demonstrates a limited understanding of the organisation, role, and industry.	Demonstrates little to no understanding of the organisation, role, and industry.
Language Score: ____/30	Expresses ideas extremely clearly and coherently.	Expresses ideas clearly and coherently.	Expresses ideas with some clarity and coherence.	Struggles to express ideas clearly and coherently.	Unable to express ideas clearly and/or coherently.
	Utilises a wide range of vocabulary and	Utilises a good range of vocabulary and	Utilises a reasonable range of vocabulary and	Utilises a limited range of vocabulary and	Utilises a very limited range of vocabulary and

ELTU3014: English for Engineering Students II

	sentence structures with precision.	sentence structures with reasonable precision.	sentence structures with some precision.	sentence structures with limited precision.	sentence structures and lacks precision.
	Demonstrates accurate pronunciation, varied intonation, and proficient fluency.	Demonstrates mostly accurate pronunciation, varied intonation, and good fluency.	Demonstrates somewhat accurate pronunciation, varied intonation, and reasonable fluency.	Demonstrates limited accuracy in pronunciation and variation in intonation, and poor fluency.	Demonstrates poor pronunciation, lacks variation in intonation, and extremely poor fluency.
Interview Skills Score: ____/30	Maintains an enthusiastic and professional demeanour and demonstrates genuine interest in the role.	Mostly maintains an enthusiastic and professional demeanour and demonstrates interest in the role.	Has a somewhat enthusiastic and/or professional demeanour and demonstrates some interest in the role.	Has a demeanour that is not particularly enthusiastic or professional and demonstrates limited interest in the role.	Has a demeanour that is neither enthusiastic nor professional and does not display interest in the role.
	Listens actively, posing highly relevant and polite follow-up questions and seeking clarification when needed.	Listens actively, posing mostly relevant and polite follow-up questions and seeking clarification when needed.	Listens somewhat actively but follow-up questions might lack relevance or politeness, and clarification may not be sought when needed.	Demonstrates limited active listening, and rarely asks follow-up questions or for clarification, leading to some misunderstandings.	Fails to listen actively, ask follow-up questions, or seek clarification, leading to frequent misunderstandings in responses.
	Displays confident body language with excellent posture, frequent eye contact, and purposeful gestures.	Displays mostly confident body language with good posture, frequent eye contact, and somewhat purposeful gestures.	Displays somewhat confident body language but may have poor posture and/or limited eye contact and gestures.	Displays limited confidence in body language with poor posture, and limited eye contact and gestures.	Displays a lack of confidence in body language with poor posture, avoidant eye contact and/or no gestures.

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Comments		
Mark Deductions	<input type="checkbox"/> Arrived late (deduct 5 points) <input type="checkbox"/> Had an untidy appearance (deduct up to 3 points) <input type="checkbox"/> Phone rang during interview (deduct 3 points)	
Sub-score: ____/100	Marks Deducted: ____	Overall Score and Grade: ____/100 (__)