

Rubrics for Interview

CATEGORY	4	3	2	1
Setting Up the Interview	The learner introduced himself, explained why he wanted to interview the person, and asked permission to set up a time for an interview.	The learner introduced himself and asked permission to set up a time for the interview, but needed a reminder to explain why he wanted to do the interview.	The learner asked permission to set up a time for the interview, but needed reminders to introduce himself and to tell why he wanted to interview the person.	The learner needed assistance in all aspects of setting up the interview.
Preparation	Before the interview, the learner prepared several in-depth and factual questions to ask.	Before the interview, the learner prepared a couple of in-depth questions and several factual questions to ask.	Before the interview, the learner prepared several factual questions to ask.	The learner did not prepare any questions before the interview.
Formatting & Editing	The learner edited and organized the transcript in a way that made the information clear and interesting.	The learner edited and organized the transcript in a way that made the information clear.	The learner edited and organized the transcript but the information was not as clear or as interesting as it could have been.	The learner did not edit or organize the transcript.
Politeness	Learner never interrupted or hurried the person being interviewed and thanked him/her for being willing to be interviewed.	Learner rarely interrupted or hurried the person being interviewed and thanked him/her for being willing to be interviewed.	Learner rarely interrupted or hurried the person being interviewed, but forgot to thank the person.	Several times, the learner interrupted or hurried the person being interviewed and forgot to thank the person.
Report Writing	The report is well organized and contains accurate quotations and facts taken from the interview.	The report is well organized and contains accurate facts taken from the interview.	The report contains accurate quotations and facts taken from the interview.	The report lacks facts/quotations from the interview or they are not accurately reported.

