

A. Assessment

Interviewer
Rubric

Criteria	Rating	Excellent 4	Good 3	Acceptable 2	Poor 1
Stays on Topic		Entire time	Most of the time	Sometimes	Off topic
Makes Eye Contact		Entire time	Most of the time	Sometimes	Does not make eye contact
Asks Follow up Questions		Asks four or more	Asks three or more	Asks two or more	Does not ask follow up questions
Allows Wait time		5 seconds +	3 seconds +	1 second +	Does not wait for answers
Records notes		Records exact words	Paraphrases	Omits responses	No notes recorded

Interviewee
Rubric

Criteria	Rating	Excellent 4	Good 3	Acceptable 2	Poor 1
Stays on Topic		Entire time	Most of the time	Sometimes	Off topic
Makes Eye Contact		Entire time	Most of the time	Sometimes	Does not make eye contact
Answers Follow up Questions		Answers four or more	Answers three or more	Answers two or more	Does not answer questions