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| **Professional Interview Rubric**  |

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| **Deliverables** |
| **Topics** | **4 points** | **3 points** | **2 points** | **1 point** |
| **Professional Appearance** | Includes all required sections, has page numbers and appropriate headings for the different sections. | Includes most required sections, has page numbers and appropriate headings for the different sections. | Does not include all required sections, has page numbers, but headings for the different sections should have been titled better. | Is missing several required sections, has page numbers, but headings for the different sections should have been titled better. |
| **Professional Background** | Includes accurate and complete information.  | Includes mostly accurate and complete information.  | Includes somewhat accurate and complete information.  | Contains inaccurate and missing information.  |
| **Professional Interview** | Includes the questions and exact answers to each question. | Includes most questions and exact answers to each question. | Includes some questions and exact answers to each question. | Includes some questions and there is missing information from the answers to the questions. |
| **Reflection** | Is grammatically correct, and includes all required information in a correct and concise manner. | Includes some grammar mistakes, is close to word count requirement, and includes all required information in a mostly correct and concise manner. | Includes some grammar mistakes, is close to word count requirement, and does not include all required information in a mostly correct and concise manner. | Includes several grammar mistakes, is close to word count requirement, and does not include all required information in a mostly correct and concise manner. |