

Internship Interview Evaluation Rubric

Use this rubric to evaluate candidates during the internship interview process. This document is formatted for printing and manual or digital completion.

Candidate Information

Candidate Name:

Date of Interview:

Interviewer Name(s):

Target Department/Role:

Evaluation Criteria

Rate the candidate on a scale of 1 to 5 (1 = Poor, 3 = Average, 5 = Excellent) and provide supporting comments.

Performance Area	Rating (1-5)	Evidence / Comments
Communication Skills Articulates ideas clearly, listens actively, and expresses thoughts structuredly.	<input type="text"/>	<input type="text"/>
Technical Aptitude / Academic Knowledge Demonstrates foundational knowledge relevant to the internship role.	<input type="text"/>	<input type="text"/>
Problem Solving / Critical Thinking Approaches challenges logically; shows curiosity and willingness to learn.	<input type="text"/>	<input type="text"/>
Collaboration & Teamwork Demonstrates ability to work with others and accept constructive feedback.	<input type="text"/>	<input type="text"/>
Initiative & Enthusiasm Shows genuine interest in the company, the role, and professional growth.	<input type="text"/>	<input type="text"/>

Summary & Recommendation

Average Score (Sum of ratings divided by 5):

Recommendation (Hire / Do Not Hire / Hold):

Overall Interview Summary & Key Strengths/Weaknesses:

Sign-off

Interviewer Signature: