

Rubric or Marking Guide criteria – Information Interview

	Proposed weighting	Excellent	Average	Poor
Interview questions and notes	50%	<ul style="list-style-type: none"> Notes provide clear evidence interview took place Notes indicate clear and logical line of questioning 	<ul style="list-style-type: none"> Notes provide clear evidence interview took place Notes indicate clear and logical line of questioning with some room for improvement 	<ul style="list-style-type: none"> Notes are non-existent and or minimal providing no clear evidence of interview taking place Notes may demonstrate an illogical or inappropriate line of questioning
Reflection	40%	<ul style="list-style-type: none"> Introduction includes a clear rationale for your choice of interviewee Introduction includes an excellent summary of the interviewee role/organisation Introduction clearly and concisely outlines how contact was established. Brief overview of the pathway taken by the interviewee to achieve the role, and how that relates to your own plans. Reflection includes exploration of what it takes to be successful in the target field/position in relation to your career aspirations, interests, values, personality and skills. Clear articulation of new knowledge or insight gained through the interview shows high level of critical thinking and reflection. May include an element of problem solving. Conclusion indicates additional positive outcomes were obtained from the interview (e.g. additional assistance 	<ul style="list-style-type: none"> Introduction includes a clear rationale for your choice of interviewee and how contact was established. Introduction includes an adequate summary of the interviewee role/organisation Introduction adequately outlines how contact was established. Brief overview of the pathway taken by the interviewee to achieve the role, and may include how that relates to your own plans. Reflection may include evidence of research into being successful in the target field/position and how that relates to your career aspirations, interests, values, personality and skills. Good articulation of new knowledge or insight gained through the interview shows critical thinking and reflection. 	<ul style="list-style-type: none"> Introduction lacks a clear rationale for your choice of interviewee and/or it is unclear how contact was established. Introduction may provide a limited, none or inadequate description of the interviewee role/organisation Introduction provides none or inadequate indication of how contact was established. Brief overview of the pathway taken by the interviewee to achieve the role. There is basic articulation of new knowledge or insight gained through the interview about field/position. No additional positive outcomes were obtained from the interview – (at a

		offered and/or an excellent SMART goal which appropriately links to student learning)	<ul style="list-style-type: none"> Conclusion indicates additional positive outcomes were obtained from the interview – e.g. additional assistance offered and/or a new career goal set 	minimum a new career goal should be set)
Reflection – spelling and grammar	10%	<ul style="list-style-type: none"> Writing is clear, concise, and well organised with excellent sentence/paragraph construction Thoughts are expressed in a coherent and logical manner There are no errors in spelling and grammar 	<ul style="list-style-type: none"> Reflection is structured in a way that is generally easy to read (e.g. using headings and paragraphs) but there may be areas for improvement Thoughts are generally logical although there may be areas for improvement There are a few spelling and grammatical errors 	<ul style="list-style-type: none"> Reflection may be poorly structured and/or formatted and difficult to follow Thoughts may be incoherent and/or illogical There are many spelling and grammatical errors