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Informational Interview Rubric

	25	22	18	15 or below
Formatting	Follows the guidelines specified in the assignment. Formatting is professional and appropriate to the purpose of the document.	Mostly follows the guidelines stated in the assignment. Formatting is consistent and shows a basic understanding of professional writing.	Formatting departs more significantly from the guidelines in the assignment. Formatting might be inconsistent and distracting in spots.	Formatting departs significantly from guidelines stated in the assignment. Formatting may be inconsistent or otherwise distracting.
Organization and Clarity	Organized as a coherent, thoughtful essay. Language and tone are professional and appropriate to the topic. Free of typographical and grammatical errors.	Organized mostly as a coherent essay. Language choices and tone are mostly consistent and professional. May contain a few, but minor typographical or grammatical errors.	Organization is basic, such as a summary or list of points. Tone is mostly professional. Some errors may distract from the overall text.	Little or no apparent organization. Tone is unprofessional. Typographical or grammatical errors may make the text difficult to understand.
Description of Experience	Describes in appropriate detail insights from the interview to illuminate strategies or pathways for the student’s own professional development.	Describes sufficient details from the interview to illustrate a possible career path, but connections to the student’s own professional development are limited.	Describes the individual interviewed and cites mainly scattered and superficial tips for entering or working in the field.	Describes mainly the individual interviewed with minimal attention to career path or professional development.
Analysis of Experience and Learning	Evaluates the benefits of adapting strategies drawn from the interview for navigating the student’s own future professional development.	Articulates insights from the interview to illustrate the progression of a career pathway.	Insights drawn from the interview are basic and mainly summarize information.	No apparent connection between experiences described and any learning that might have taken place.