



Interview Skills (64)

CONTESTANT NUMBER _____

RATING SHEET – COMPLETE ONE PER CONTESTANT

INTERVIEW SCORE

Judge 1 (140 points) _____

Judge 2 (140 points) _____

Judge 3 (140 points) _____

Total Judges Points _____

Divided by # of judges _____

AVERAGE OF INTERVIEW SCORES _____ (140 maximum)

TOTAL SPECIFICATION POINTS _____ (20 maximum)

TOTAL TECHNICAL SCORE _____ (220 maximum)

TOTAL SCORE _____ (380 maximum)

RANK



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Technical Scoring Rubric

	Below Average	Average	Good	Excellent	Points Awarded
Cover Letter					
Introduction and addressed correctly	1-5	6-10	11-15	16-20	
Skills	1-5	6-10	11-15	16-20	
Closing	1-5	6-10	11-15	16-20	
Correct grammar and spelling	1-5	6-10	11-15	16-20	
Resume					
Position applying for listed	1-5	6-10	11-15	16-20	
Layout	1-5	6-10	11-15	16-20	
Chronological order of employment	1-5	6-10	11-15	16-20	
Correct grammar and spelling	1-5	6-10	11-15	16-20	
Application Form					
Completeness	1-5	6-10	11-15	16-20	
Correct grammar and spelling	1-5	6-10	11-15	16-20	
Followed directions	1-5	6-10	11-15	16-20	
TOTAL TECHNICAL SCORE (220 maximum points)					

Specification Points Scoring Rubric

SPECIFICATION POINTS: All points or none are awarded per contestant, not per judge.	Points Awarded
Presented resume to judges.	10
Did not use any materials other than those specified for the event.	10
TOTAL SPECIFICATION POINTS (20 points maximum)	



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Interview Scoring Rubric

	Below Average	Average	Good	Excellent	Points Award
Applicant's Greeting: Proper introduction Positive first impression	1-5	6-10	11-15	16-20	
Applicant's Appearance: Neat, well groomed and Appropriately attired	1-5	6-10	11-15	16-20	
Personality and Poise: Positive, courteous, sincere, and confident Good posture, gestures, and eye contact	1-5	6-10	11-15	16-20	
Communication Skills: Proper grammar Good pronunciation and enunciation Pleasant voice and tone	1-5	6-10	11-15	16-20	
Responses: Responded with appropriate answers Showed knowledge of potential position Indicated knowledge of company Asked appropriate questions Volunteered information Demonstrated initiative and enthusiasm	1-5	6-10	11-15	16-20	
Skills: Showed evidence of the following Required job skills Good work habits Problem-solving abilities	1-5	6-10	11-15	16-20	
Close of Interview: Expressed a thank you Concluded interview effectively	1-5	6-10	11-15	16-20	
TOTAL INTERVIEW SCORE (140 points maximum)					



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JUDGE'S COMMENTS

Judge Number _____

Contestant Number _____

COMMENTS: (to be viewed by contestant)

(Judges: please provide positive feedback and areas of improvement in a constructive manner regarding your analysis of his/her competition.)

REASON FOR DISQUALIFICATION: (if applicable)