



## Advanced Interview Skills (65) Scoring Rubric

CONTESTANT NUMBER \_\_\_\_\_

### RATING SHEET – COMPLETE ONE PER CONTESTANT

#### INTERVIEW SCORE

Judge 1 (160 points) \_\_\_\_\_

Judge 2 (160 points) \_\_\_\_\_

Judge 3 (160 points) \_\_\_\_\_

Total Judges Points \_\_\_\_\_

Divided by # of judges \_\_\_\_\_

**AVERAGE OF INTERVIEW SCORES** \_\_\_\_\_ (160 maximum)

**TOTAL SPECIFICATION POINTS** \_\_\_\_\_ (20 maximum)

#### TOTAL TECHNICAL SCORE

Judge 1 (200 points) \_\_\_\_\_

Judge 2 (200 points) \_\_\_\_\_

Judge 3 (200 points) \_\_\_\_\_

Total Judges Points \_\_\_\_\_

Divided by # of judges \_\_\_\_\_

**AVERAGE OF TECHNICAL SCORES** \_\_\_\_\_ (220 maximum)

**TOTAL SCORE** \_\_\_\_\_ (400 maximum)

**RANK**



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Contestant Number \_\_\_\_\_

### Technical Scoring Rubric

	Below Average	Average	Good	Excellent	Points Awarded
<b>Cover Letter</b>					
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	
<b>Resume</b>					
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	
<b>Application Form</b>					
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	
<b>TOTAL TECHNICAL SCORE (220 maximum points)</b>					

### Specification Points Scoring Rubric

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



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Contestant Number \_\_\_\_\_

### Interview Scoring Rubric

	Below Average	Average	Good	Excellent	Points Award
<b>Applicant's Greeting:</b> Proper introduction Positive first impression	1-5	6-10	11-15	16-20	
<b>Applicant's Appearance:</b> Neat, well groomed and Appropriately attired	1-5	6-10	11-15	16-20	
<b>Personality and Poise:</b> Positive, courteous, sincere, and confident Good posture, gestures, and eye contact	1-5	6-10	11-15	16-20	
<b>Communication Skills:</b> Proper grammar Good pronunciation and enunciation Pleasant voice and tone	1-5	6-10	11-15	16-20	
<b>Responses:</b> 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	
<b>Skills: Showed evidence of the following</b> Required job skills Good work habits Problem-solving abilities	1-5	6-10	11-15	16-20	
<b>Portfolio:</b> No more than 20 pages in 10 plastic sheet protectors in 1/2" 3-ring binder Information included relates to position Presentation demonstrates job competence Effective use of portfolio	1-5	6-10	11-15	16-20	
<b>Close of Interview:</b> Expressed a thank you Concluded interview effectively	1-5	6-10	11-15	16-20	
<b>TOTAL INTERVIEW SCORE (160 points maximum)</b>					



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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)**