**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**

#### Judge Number Contestant Number

**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)** |  |

#### Judge Number Contestant Number

**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)** |  |

**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)**