**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**

#### 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 |  |
| **Portfolio:**  No more than 20 pages in 10 plastic sheet  protectors in ½" 3-ring binder  Information included relates to position  Presentation demonstrates job competence  Effective use of portfolio | 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 (160 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)**