



Today's students. Tomorrow's business professionals.

Advanced Interview Skills (520)

CONTESTANT NUMBER _____

RATING SHEET – COMPLETE ONE PER CONTESTANT

INTERVIEW SCORE

Judge 1 (260 points) _____

Judge 2 (260 points) _____

Judge 3 (260 points) _____

Total Judges' Points _____

Divided by # of Judges _____

AVERAGE INTERVIEW SCORE _____ (260 maximum)

SPECIFICATION SCORE _____ (20 maximum)

TECHNICAL SCORE

Judge 1 (220 points) _____

Judge 2 (220 points) _____

Judge 3 (220 points) _____

Total Judges' Points _____

Divided by # of Judges _____

AVERAGE TECHNICAL SCORE _____ (220 maximum)

TOTAL SCORE _____ (500 maximum)

RANK



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Judge Number _____

Contestant Number _____

Interview Scoring Rubric

	Below Average	Average	Good	Excellent	Points Awarded
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 Volunteered information Demonstrated initiative and enthusiasm Asked appropriate questions	1-5 1-5 1-5 1-5 1-5 1-5	6-10 6-10 6-10 6-10 6-10 6-10	11-15 11-15 11-15 11-15 11-15 11-15	16-20 16-20 16-20 16-20 16-20 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 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	
Close of Interview: Expressed a thank you Concluded interview effectively	1-5	6-10	11-15	16-20	
TOTAL INTERVIEW POINTS (260 points maximum)					



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Specification Scoring Rubric

SPECIFICATION POINTS: All points or none per item are awarded by the proctor per contestant, not per judge.		Points Awarded
Interview lasted no longer than fifteen (15) minutes	10	
Documentation submitted at time of presentation: Keyed and signed Individual Entry Form (1 copy), Cover Letter (1 copy) and Resume (1 copy) <i>Must have copies for preliminaries and finals</i>	10	
TOTAL SPECIFICATION POINTS (20 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.)

AREAS FOR IMPROVEMENT:

REASON FOR DISQUALIFICATION: (if applicable)