



Today's students. Tomorrow's business professionals.

## Interview Skills (515)

Judge Number \_\_\_\_\_

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

### Technical Scoring Rubric

Contestant Violated the Copyright and/or Fair Use Guidelines	<input type="checkbox"/> Yes (Disqualification)	<input type="checkbox"/> No
If yes, please stop scoring and provide a brief reason for the disqualification below:		

	Below Average	Average	Good	Excellent	Points Awarded
Contestant submitted the correct information and in the correct format. <ul style="list-style-type: none"> <li>Individual Entry Form - .pdf format (must be keyed but does not have to be signed for pre-submission)</li> <li>Cover Letter - .pdf format</li> <li>Resume - .pdf format</li> <li>Application – must complete online application</li> </ul> <p><i>All points or none are awarded by the technical judge.</i></p>				10	
<b>Cover Letter</b> (Does not need to follow the <a href="#">Style and Reference Manual</a> , but should be business letter format)					
Introduction and addressed correctly	1-5	6-10	11-15	16-20	
Skills relevant to position	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>Résumé</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 work history (all paid and unpaid work experiences)	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 POINTS (230 points maximum)</b>					