



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** \_\_\_\_\_ (10 maximum)

### TECHNICAL SCORE

Judge 1 (230 points) \_\_\_\_\_

Judge 2 (230 points) \_\_\_\_\_

Judge 3 (230 points) \_\_\_\_\_

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

Divided by # of Judges \_\_\_\_\_

**AVERAGE TECHNICAL SCORE** \_\_\_\_\_ (230 maximum)

**TOTAL SCORE** \_\_\_\_\_ (500 maximum)

**RANK**



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

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

### Interview Scoring Rubric

	Below Average	Average	Good	Excellent	Points Awarded
<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 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	
<b>Showed evidence of the following skills:</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 POINTS (260 points maximum)</b>					

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*Workplace Skills Assessment Program* competition.



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

### Specification Scoring Rubric

<b>SPECIFICATION POINTS:</b> All points or none per item are awarded by the proctor per contestant, not per judge.		<b>Points Awarded</b>
Documentation submitted at time of presentation: Keyed and signed <a href="#">Individual Entry Form</a> (1 copy), Cover Letter (1 copy) and Resume (1 copy) <i>Must have copies for preliminaries and finals</i>	10	
<b>TOTAL SPECIFICATION POINTS (10 points maximum)</b>		

**TOTAL MAXIMUM POINTS = 500**



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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)**