



Today's students. Tomorrow's business professionals.

Interview Skills (515)

CONTESTANT NUMBER _____

RATING SHEET – COMPLETE ONE PER CONTESTANT

INTERVIEW SCORE

Judge 1 (240 points) _____

Judge 2 (240 points) _____

Judge 3 (240 points) _____

Total Judges' Points _____

Divided by # of Judges _____

AVERAGE INTERVIEW SCORE _____ (240 maximum)

SPECIFICATION SCORE _____ (10 maximum)

TECHNICAL SCORE

Judge 1 (170 points) _____

Judge 2 (170 points) _____

Judge 3 (170 points) _____

Total Judges' Points _____

Divided by # of Judges _____

AVERAGE TECHNICAL SCORE _____ (170 maximum)

TOTAL SCORE _____ (420 maximum)

RANK



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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	
Showed evidence of the following skills: 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 POINTS (240 points maximum)					



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Specification Scoring Rubric

SPECIFICATION POINTS: All points or none per item are awarded by the proctor per contestant, <i>not</i> per judge.		Points Awarded
Documentation submitted at time of check-in: keyed and signed Individual Entry Form (1 copy), Cover Letter (1 copy) and Résumé (1 copy) <i>Must have copies for preliminaries and finals</i>	10	
TOTAL SPECIFICATION POINTS (10 points maximum)		

TOTAL MAXIMUM POINTS = 420