



Today's students. Tomorrow's business professionals.

Interview Skills (515)

Judge Number _____

Contestant Number _____

Technical Scoring Rubric

	Below Average	Average	Good	Excellent	Points Awarded
Contestant submitted the correct information and in the correct format. <ul style="list-style-type: none"> • Individual Entry Form - PDF format (must be keyed but does <i>not</i> have to be signed for pre-submission) • Cover Letter - PDF format • Résumé - PDF format <i>All points or none are awarded by the technical judge.</i>				10	
Cover Letter (Does <i>not</i> need to follow the Style and Reference Manual , 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	
Résumé					
Position applying for listed	1-5	6-10	11-15	16-20	
Layout	1-5	6-10	11-15	16-20	
Reverse 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	
TOTAL TECHNICAL POINTS (170 points maximum)					