



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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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	
Portfolio: 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
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 = 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)