**(515) Interview Skills (S | PS)**

#### Judge Number Contestant Number \_\_\_\_\_\_\_\_\_\_\_\_

**Technical Scoring Rubric**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
|  | **Below Average** | **Average** | **Good** | **Excellent** | **Points Awarded** |
| Contestant submitted the correct information and in the correct format.   * Cover Letter - PDF format * Résumé - PDF format   ***All points or none are awarded by the technical judge.*** | | | | 10 |  |
| **Cover Letter (Does *not* need to follow the** [[*Style & Reference Manual*](http://www.bpa.org/sdownload/2018-19_SPS_Style_Reference_Manual.pdf)](http://www.bpa.org/sdownload/2019-20_SPS_Style_Reference_Manual.pdf)***,* 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)** | | | | |  |