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**(520) Advanced Interview Skills (S | PS)**

**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 (170 points) \_\_\_\_\_\_\_

Judge 2 (170 points) \_\_\_\_\_\_\_

Judge 3 (170 points) \_\_\_\_\_\_\_

Total Judges’ Points \_\_\_\_\_\_\_

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

**AVERAGE TECHNICAL SCORE** \_\_\_\_\_\_\_ (170 maximum)

**TOTAL SCORE \_\_\_\_\_\_\_ (440 maximum)**

**RANK**

**(520) Advanced Interview Skills (S | PS)**

**Judge Number \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Contestant Number \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**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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**(520) Advanced Interview Skills (S | PS)**

**Judge Number Contestant Number \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**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: Cover Letter (1 copy) and Résumé (1 copy)  ***Must have copies for preliminaries and finals*** | 10 |  |
| **TOTAL SPECIFICATION POINTS (10 points maximum)** | |  |

**TOTAL MAXIMUM POINTS = 440**