



**BUSINESS
PROFESSIONALS**
of **AMERICA**
Giving Purpose to Potential

(520) Advanced Interview Skills

Member ID _____

RATING SHEET – COMPLETE ONE PER CONTESTANT

INTERVIEW SCORE

Judge 1 (270 points) _____

Judge 2 (270 points) _____

Judge 3 (270 points) _____

Total Judges' Points _____

Divided by # of Judges _____

AVERAGE INTERVIEW SCORE _____ (270 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

Judge Number _____

Member ID _____

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	
All points or none are awarded per item below.					
Documentation submitted at time of check-in: Cover Letter (1 copy) and Résumé (1 copy) <i>Must have copies for both preliminaries and finals</i>				10	
TOTAL INTERVIEW POINTS (270 points maximum)					

TOTAL MAXIMUM POINTS = 440