

(520) Advanced Interview Skills (S/PS)

Judge Number _____

Member ID _____

Technical Scoring Rubric

| | Below Average | Average | Good | Excellent | Points Awarded |
|---|------------------|---------|-------|-----------|-------------------|
| Member submitted the correct information and in the correct format. <ul style="list-style-type: none"> Cover Letter - PDF format Résumé - PDF format <i>All points or none are awarded by the technical judge.</i> | | | | 10 | |
| Cover Letter (Must follow business letter format in the Style & Reference Manual) | | | | | |
| 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) | | | | | |