



## 520 ADVANCED INTERVIEW SKILLS

CONTESTANT NUMBER \_\_\_\_\_

### RATING SHEET – COMPLETE ONE PER CONTESTANT

#### PRESENTATION SCORE

Judge 1 (260 points) \_\_\_\_\_

Judge 2 (260 points) \_\_\_\_\_

Judge 3 (260 points) \_\_\_\_\_

Total Judges' Points \_\_\_\_\_

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

**AVERAGE PRESENTATION SCORE** \_\_\_\_\_ (260 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** \_\_\_\_\_ (430 maximum)

**RANK**

## (520) Advanced Interview Skills

Judge Number \_\_\_\_\_

Member ID \_\_\_\_\_

### Interview Scoring Rubric

	<b>Below Average</b>	<b>Average</b>	<b>Good</b>	<b>Excellent</b>	<b>Points Awarded</b>
<b>Applicant's Greeting:</b> Proper introduction Positive first impression	1-5	6-10	11-15	16-20	
<b>Applicant's Appearance:</b> Neat, well-groomed, and appropriately attired	1-5	6-10	11-15	16-20	
<b>Personality and Poise:</b> Positive, courteous, sincere, and confident Good posture, gestures, and eye contact	1-5	6-10	11-15	16-20	
<b>Communication Skills:</b> Proper grammar Good pronunciation and enunciation Pleasant voice and tone	1-5	6-10	11-15	16-20	
<b>Responses:</b> 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	
<b>Showed evidence of the following skills:</b> Required job skills Good work habits Problem-solving abilities	1-5	6-10	11-15	16-20	
<b>Portfolio:</b> Information included relates to position Presentation demonstrates job competence Effective use of portfolio	1-5	6-10	11-15	16-20	
<b>Close of Interview:</b> Expressed a thank you Concluded interview effectively	1-5	6-10	11-15	16-20	
<b>TOTAL INTERVIEW POINTS (260 points maximum)</b>					

**TOTAL MAXIMUM POINTS = 430**



## **JUDGE'S COMMENTS**

### **(520) Advanced Interview Skills**

**Member ID/Team Number** \_\_\_\_\_

**Judge 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)**