

(520) Advanced Interview Skills

Technical Scoring Rubric

Required Elements (If any question results in a NO, please assign a score of 0)				
Materials indicate contestant applied for one of the positions shown on the Organizational Chart of Digital Solutions found in the <i>Style & Reference Manual</i> .				<input type="checkbox"/> Y <input type="checkbox"/> N
Submission and Formatting (All points or none are awarded by the technical judge)				
Contestant submitted their Cover Letter and Resume in one (1) combined PDF file.				/10
Evaluation Criteria	Below Expectations 0-3 points	Meets Expectations 4-7 points	Above Expectations 8-10 points	Points Awarded
Cover Letter				
Introduction and Address	Introduction is missing or vague, lacks clarity or relevance.	Somewhat engaging but lacks specificity or impact.	Engaging and specific, effectively captures attention.	/10
Relevance of Skills	Skills are not relevant to the position or not mentioned at all.	Some relevant skills are mentioned but may not be clearly tied to the position or fully explained.	All skills are clearly relevant to the position, well-explained, and directly applicable to the requirements.	/10
Closing Statement	Missing or ineffective, fails to summarize key points.	Basic closing present but lacks impact.	Strong, compelling summary, leaves a memorable impression.	/10
Writing Accuracy	Numerous errors impacting clarity.	Few errors, minor impact on clarity.	Error-free, polished grammar and spelling.	/10
Layout and Formatting	Poorly organized, difficult to read, lacks visual appeal.	Adequate organization, readable, lacks consistency.	Well-organized, enhances readability and visual appeal.	/10
Resume				
Job Position Listed	Position not listed or listing unclear.	Position listed but not effectively highlighted.	Clearly listed at the top, prominently highlights target role.	/10
Layout and Formatting	Poorly organized, difficult to read, lacks visual appeal.	Adequate organization, readable, lacks consistency.	Well-organized, enhances readability and visual appeal.	/10
Order of Work History	Not in reverse chronological order, challenging understanding.	Mostly in reverse chronological order, with some inconsistencies.	Completely in reverse chronological order, facilitating clear career progression.	/10
Writing Accuracy	Numerous errors impacting clarity.	Few errors, minor impact on clarity.	Error-free, polished grammar and spelling.	/10
TOTAL TECHNICAL POINTS				/100



JUDGES COMMENTS

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Contestant ID | Team Number _____ Judge Number _____

COMMENTS: (to be viewed by contestant)

(Judges: Please provide constructive feedback, highlighting both strengths and areas for improvement in your analysis of the competitor.)

AREAS FOR IMPROVEMENT:

REASON FOR DISQUALIFICATION: (if applicable)