

Place student information sticker here

BUSINESS CONTEST

Job Interview Rating Sheet

Evaluation Items	Not Demonstrated	Does Not Meet Expectations	Meets Expectations	Exceeds Expectations	Points Earned
Professional Presentation					
Demonstrates proper nonverbal communication (eye contact, posture, facial expressions, body language, smile)	0	1-2	3-4	5	
Demonstrates a strong introduction (smile and handshake) and closing (thanks interviewer)	0	1-2	3-4	5	
Demonstrates self-confidence, takes initiative, assertiveness and enthusiasm	0	1-3	4-7	8-10	
Professional appearance and dress	0	1-2	3-4	5	
Interview					
Demonstrates ability to understand and respond to interview questions with depth and insight	0	1-5	6-10	11-15	
Relates previous experience/activities with position's duties and skills necessary to succeed (realistic appraisal of self)	0	1-5	6-10	11-15	
Possesses knowledge about the position and career field	0	1-3	4-7	8-10	
Possesses excellent communication skills and uses appropriate formal communication style and appropriate length of time to answer questions	0	1-5	6-10	11-15	
Asks questions that demonstrate interest in the organization and understanding of the position	0	1-2	3-4	5	
Application Material					
Effectiveness of application materials (resume and letter of application)	0	1-2	3-4	5	
Clear and concise presentation of facts with logical arrangement.	0	1-2	3-4	5	
Correct grammar, punctuation, spelling and appropriate business style, protocols, i.e. signature	0	1-2	3-4	5	

Judge's Signature:	Final Score / 100 Max.	<input style="width: 100px; height: 20px;" type="text"/>
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Judge's Comments:

This student advances to the Final Interview