

# Job Interview Preliminary/Semifinal/Final Rating Sheet

 Preliminary Round

 Final Round

Expectation Item	Not Demonstrated	Below Expectations	Meets Expectations	Exceeds Expectations	Points Earned
Demonstrates the ability to understand and respond to interview questions	Does not answer questions	Answers are not relevant to question asked	Answers are relevant to the question asked	Answers are relevant and fully support knowledge of position/duties	
	0	1-5	6-10	11-15	
Relates previous experiences/activities with position's duties and skills necessary to succeed	No evidence of previous experience/activities	One previous experience/activity mentioned but not related to position's duties or skills necessary for success	One previous experience/activity mentioned and is clearly related to position's duties or skills necessary for success	Multiple previous experiences/activities mentioned and are clearly related to position's duties or skills necessary for success	
	0	1-5	6-10	11-15	
Possesses knowledge about the position and career field	No evidence of position or career field knowledge	Has limited knowledge of the organization or understanding of the position	Comprehensive knowledge of the organization or understanding of the position demonstrated	Extensive knowledge of both the organization and career field demonstrated	
	0	1-5	6-10	11-15	
Asks questions that demonstrate and interest in the organization and understanding of the position	No question asked	Question asked, but it is not related to the organization or understanding of the position	Question asked that is related to the organization or understanding of the position	Question(s) asked that are directly related to both the organization and understanding of the position	
	0	1-5	6-10	11-15	

### Professional Presentation Skills

Demonstrates proper greeting, introduction, and closing	Competitor does not use proper greeting, introduction, OR closing	Competitor's greeting, introduction, OR closing was weak	Competitor has strong greeting, introduction, AND closing	Competitor is creative in their introduction of themselves and asks for or provides follow-up action in the conclusion	
	0	1-5	6-10	11-15	
Demonstrates strong self-confidence, appropriate assertiveness, and enthusiasm	Competitor did not demonstrate self-confidence, assertiveness, OR enthusiasm	Competitor demonstrated minimal self-confidence, assertiveness, AND enthusiasm	Competitor used strong eye contact, appropriate assertiveness, AND enthusiasm	Competitor led the interview process and effectively used interview time	
	0	1-5	6-10	11-15	
Demonstrates proper verbal and nonverbal communication skills	Verbal AND nonverbal communication skills are inappropriate	Verbal and/or nonverbal communication skills are weak or distracting	All questions were clearly answered using good grammar and appropriate body language	Verbal communications skills are excellent; nonverbal communication is natural	
	0	1-3	4-7	8-10	

### Penalty Points (Mark all that apply)

Dress Code not followed	-5	Event Guidelines not followed	-5	<b>Total Penalty</b>	-
				<b>Grand Total (100 max)</b>	

 Send to Semi-Final Round

 Send to Final Round

Name \_\_\_\_\_

School \_\_\_\_\_

Judge's Signature \_\_\_\_\_

Date \_\_\_\_\_

Judge's Comments \_\_\_\_\_