



FBLA JOB INTERVIEW

Interview Materials Rating Sheet

(Mark one score per row AND write score in the far right column)

Cover Letter	Not Demonstrated		Below Expectations		Meets Expectations		Exceeds Expectations		Points Earned
States job applying for	No job stated		Job stated does not match qualification		States job and shows match of job to qualifications		States job and shows match of job to qualifications with demonstrated experience		
	0	<input type="radio"/>	2	<input type="radio"/>	3	<input type="radio"/>	4	<input type="radio"/>	
Promotes self in letter: Lists skills, achievements, experience, etc.	No promotion of self included		Describes skills and academic achievements, but no experience included		Describes skills, academic achievements, and experience		Describes skills, academic achievements, and multiple experiences		
	0	<input type="radio"/>	4	<input type="radio"/>	6	<input type="radio"/>	8	<input type="radio"/>	
States that the resume is included with the letter and asks for interview	No resume statement nor interview requested		States resume included but does not ask for interview		States resume is included and asks interview		States resume is included, asks for interview, provides opportunity to request more information		
	0	<input type="radio"/>	2	<input type="radio"/>	3	<input type="radio"/>	4	<input type="radio"/>	

Resume

Targets job on cover letter	No job targeted		Targeted job does not match cover letter		Targeted job matches cover letter		Resume supports targeted job on cover letter		
	0	<input type="radio"/>	2	<input type="radio"/>	3	<input type="radio"/>	4	<input type="radio"/>	
Reader friendly – categories can be found easily, white space utilized, professional fonts and font sizes	Resume is unreadable		Resume design is distracting		The resume is reader friendly		Resume is professional in design for targeted job		
	0	<input type="radio"/>	2	<input type="radio"/>	3	<input type="radio"/>	4	<input type="radio"/>	
Includes education, activities, and experience information	No education, activities or experience information listed		Two sections included		All three sections included		All three sections support targeted job		
	0	<input type="radio"/>	4	<input type="radio"/>	6	<input type="radio"/>	8	<input type="radio"/>	
Brief, concise information	Resume is longer than two pages		Information provided but in paragraph form		Sections are clearly identified with organized information		Clearly identified and organized information in each section supports targeted job		
	0	<input type="radio"/>	2	<input type="radio"/>	3	<input type="radio"/>	4	<input type="radio"/>	

Spelling & Grammar

Documents are free of spelling, punctuation, and grammatical errors	Three or more errors		Two errors		No spelling errors and not more than 1 punctuation or grammatical error		No spelling or grammatical errors and not more than 1 punctuation error		
	0	<input type="radio"/>	3	<input type="radio"/>	7	<input type="radio"/>	10	<input type="radio"/>	
Performance Subtotal (50 max)									

Penalty Points (Mark all that apply)

Event Guidelines not followed	-5	<input type="radio"/>	Total Penalty	-
			Grand Total	

Name: _____

School: _____

State: _____

Judges Signature: _____

Date: _____