



FBLA JOB INTERVIEW

Interview Rating Sheet

☐ Preliminary Round

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

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	<input type="radio"/>	5	<input type="radio"/>	10	<input type="radio"/>	15	<input type="radio"/>	
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	<input type="radio"/>	5	<input type="radio"/>	10	<input type="radio"/>	15	<input type="radio"/>	
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	<input type="radio"/>	5	<input type="radio"/>	10	<input type="radio"/>	15	<input type="radio"/>	
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 and is directly related to both the organization and understanding of the position		
	0	<input type="radio"/>	5	<input type="radio"/>	10	<input type="radio"/>	15	<input type="radio"/>	

Professional Presentation Skills

Demonstrates proper greeting, introduction, and closing	Competitor do not use proper greeting, introduction, OR closing		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	<input type="radio"/>	5	<input type="radio"/>	10	<input type="radio"/>	15	<input type="radio"/>	
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	<input type="radio"/>	3	<input type="radio"/>	7	<input type="radio"/>	10	<input type="radio"/>	
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	<input type="radio"/>	3	<input type="radio"/>	7	<input type="radio"/>	10	<input type="radio"/>	

Application Materials

Student brought application materials to interview	No materials were brought						Materials were brought.		
	0	<input type="radio"/>					5	<input type="radio"/>	
Performance Subtotal (100 max)									

Penalty Points (Mark all that apply)

Dress Code not followed	-5	<input type="radio"/>	Event Guidelines not followed	-5	<input type="radio"/>	Total Penalty	-
School: _____ State: _____						Performance Total	
						Materials Prejudged Score (50 max)	
Judges Signature: _____ Date: _____						Grand Total (150 max)	