



# FBLA JOB INTERVIEW

## Interview Rating Sheet

 Preliminary Round

 Final Round

Evaluation Item	Not Demonstrated	Does Not Meet Expectations	Meets Expectations	Exceeds Expectations	Points Earned
<b>Professional Presentation</b>					
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, and is enthusiastic	0	1–3	4–7	8–10	
Professional appearance	0	1–2	3–4	5	
<b>Comments:</b>					
<b>Interview</b>					
Demonstrates the ability to understand and respond to interview questions	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 grammar, and uses appropriate length of time to answer questions	0	1–5	6–10	11–15	
Participant asks questions that demonstrates interest in organization and understanding of position	0	1–2	3–4	5	
<b>Comments:</b>					
<b>Application Materials</b>					
Effectiveness of application materials (resume, letter of application, and job application)	0	1–5	6–10	11–15	
<b>Comments:</b>					
<b>Subtotal</b>					<b>/100 max.</b>
<b>Penalty</b> Deduct five (5) points in preliminary round if materials received late.					
<b>Final Score</b>					<b>/100 max.</b>

Name(s): \_\_\_\_\_

Educational Institu \_\_\_\_\_ State: \_\_\_\_\_

Judge's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**Judge's Comments:**