



JOB INTERVIEW Rubric



JOB INTERVIEW

Name(s) of Participant(s) _____

State _____ Team # _____ Group # _____ Category _____

APPLICATION							Points
Application 0-5 points	0 Application was not completed	1 Complete and legible	2 Complete, neat but could be more professional	3 Complete, neat, legible, professional, correct grammar and spelling used	4-5 Attractive layout, complete, neat, legible, professional, correct grammar and spelling used		
PORTFOLIO							Points
FCCLA Planning Process Summary Page 0-5 points	0 Planning Process summary not provided	1 Inadequate steps in the Planning Process are presented	2 All Planning Process steps are presented but not summarized	3 All Planning Process steps are summarized	4 Evidence that the Planning Process was utilized to plan project	5 The Planning Process is used to plan the project. Each step is fully explained	
Job Specification Sheet 0-5 points	0 Job Specification Sheet not provided	1 Only two of the five items provided	2 Only three of the five items provided	3 Four of the five items provided	4 All five items provided	5 All five items provided and thorough	
Business Communication 0-10 points	0 None apply	1-10 Score one point for each of these components:					
		<input type="checkbox"/> Two recommendation letters <input type="checkbox"/> Consistent font <input type="checkbox"/> Correct spelling <input type="checkbox"/> Appropriate business format	<input type="checkbox"/> Include cover letter <input type="checkbox"/> White or creme paper, 24 weight <input type="checkbox"/> Include resume	<input type="checkbox"/> Document consistently written <input type="checkbox"/> Correct grammar <input type="checkbox"/> Organized			
Career Related Education 0-5 points	0 Not included	1 Only one of the required items provided	2 Only two of four items provided	3 Three of four items provided	4 All four items provided but they lack information	5 All four items provided, thorough and professional	
Educational Enhancement Opportunities 0-5 points	0 Not included	1 Only one item provided	2 Two of three items provided but lack information	3 Two of three items provided completely	4 All three items provided but they lack information	5 All three items provided, thorough and professional	
Examples of Special Skills 0-5 points	0 Not provided	1 Only one or two of the items provided	2 Only three of five items provided	3 Four of five items provided	4 Five items provided	5 All five items provided and relate well to job/career goals	
Portfolio Appearance 0-3 points	0 Portfolio is illegible and and unorganized	1 Portfolio is neat, but contains grammatical or spelling errors and is organized poorly	2 Portfolio is neat, legible, and and professional, with correct grammar and spelling	3 Neat and professional, correct grammar and spelling used; effective organization			

Job Interview Rubric (continued)

INTERVIEW							Points
Knowledge of Selected Job 0–10 points	0 Little evidence of job knowledge	1–2 Minimal evidence of job knowledge	3–4 Some evidence of job knowledge	5–6 Knowledge of job is evident but not in interview	7–8 Knowledge of job is evident and shared at times in the interview	9–10 Knowledge of job is evident and incorporated throughout the interview	
Communication Skills 0–10 points	0 Participant does not take part in interview	1–2 Interview is brief because participant lacks the ability to carry on a conversation or answer questions with detail	3–4 Participant answers most questions well, but displays signs of self-consciousness or nervousness in his/her nonverbal communication	5–6 Participant answers questions and relates to the evaluators well	7–8 Participant shows confidence and personality during interview. Answers questions well	9–10 Participant is confident, poised, personable, relates well to the evaluators, and answers questions clearly and effectively	
Responses to Evaluators' Questions 0–10 points	0–1 Did not answer evaluators' questions	2–3 Unable to answer some questions	4–5 Responded to all questions, but without ease or accuracy	5–6 Responded adequately to all questions	7–8 Gave appropriate responses to evaluators' questions	9–10 Responses to questions were appropriate and given without hesitation	
Use of Portfolio During Presentation 0–5 points	0 Portfolio is not used during presentation	1 Portfolio used to limit amount of speaking time	2 Portfolio used minimally during presentation	3 Portfolio incorporated throughout presentation	4 Portfolio used effectively throughout presentation	5 Presentation moves seamlessly between oral presentation, and portfolio	
Voice—pitch tempo, volume 0–3 points	0 No voice qualities are used effectively	1 Voice quality is adequate	2 Voice quality is good, but could improve	3 Voice quality is outstanding and pleasing to listen to			
Body Language/Clothing Choice 0–5 points	0 Body language shows nervousness	1 Body language shows minimal amount of nervousness	2 Body language is good	3 Body language enhances the presentation			
Grammar/Word Usage/Pronunciation 0–3 points	0 Extensive (more than 5) grammatical and pronunciation errors	1 Some (3–5) grammatical and pronunciation errors	2 Few (1–2) grammatical and pronunciation errors	3 Presentation has no grammatical or pronunciation errors			
Professional Appearance 0–3 points	0–1 Non-professional appearance, attire and/or grooming	2 Neat appearance, attire and grooming but lacks polish	3 Professional appearance, attire and grooming				

Evaluator's Comments:

TOTAL
(90 points possible)

Evaluator Initial _____

Room Consultant Initial _____