

## Job Interview Rating Sheet

Name(s) of Participant(s): \_\_\_\_\_ Chapter: \_\_\_\_\_

Category:     \_\_\_ Senior     \_\_\_ Occupational

**INSTRUCTIONS:** Circle the correct score. Write the appropriate rating in the “Score” column. Write comments on the back of the rating sheet. Comments should help participants identify their strengths and areas for improvement. Record total points. Verify point total, and initial.

<b>Evaluation Criteria</b>	<b>Poor</b>	<b>Fair</b>	<b>Good</b>	<b>Very Good</b>	<b>Excellent</b>	<b>Score</b>
<b>APPLICATION</b>						
Neat/Complete	0 – 1 - 2	3 - 4	5 - 6	7 - 8	9 - 10	
<b>PORTFOLIO</b>						
Project Identification Page	0 - 1	2	3	4	5	
FCCLA Planning Process Summary Page	0 - 1	2	3	4	5	
Job Specification Sheet	0 - 1	2	3	4	5	
Business Communication	0 - 1	2	3	4	5	
School-Based Learning	0 - 1	2	3	4	5	
Work-Based Learning	0 - 1	2	3	4	5	
Examples of Special Skills	0 - 1	2	3	4	5	
Appearance	0 - 1	2	3	4	5	
<b>INTERVIEW</b>						
Professional Appearance	0 – 1 - 2	3 - 4	5 - 6	7 - 8	9 - 10	
Communication Skills	0 – 1 – 2 - 3	4 – 5 - 6	7 – 8 - 9	10 – 11 - 12	13 – 14 - 15	
Knowledge of Job	0 – 1 – 2 - 3	4 – 5 - 6	7 – 8 - 9	10 – 11 - 12	13 – 14 - 15	
Use of Portfolio	0 – 1 - 2	3 - 4	5 - 6	7 - 8	9 - 10	

Evaluator’s Signature \_\_\_\_\_

Total Score: \_\_\_\_\_

Event Chairperson Verification of Total Score (please initial) \_\_\_\_\_