



# JOB INTERVIEW Rubric



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

State \_\_\_\_\_ Team # \_\_\_\_\_ Group # \_\_\_\_\_

Category \_\_\_\_\_

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

# Job Interview Rubric (continued)

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

**Evaluator's Comments:**

**TOTAL**  
(90 points possible)

**Evaluator Initial** \_\_\_\_\_

**Room Consultant Initial** \_\_\_\_\_