



FBLA JOB INTERVIEW

Interview Materials Rating Sheet

(Mark one score per row **AND** write score in the Points Earned column. Use Tie Breaker column to add or subtract points to break ties.)

Cover Letter	Not Demonstrated		Below Expectations		Meets Expectations		Exceeds Expectations		Points Earned	Tie Breaker
	0	○	2	○	3	○	4	○		
States job applying for	No job stated		Job stated does not match qualification		States job and shows match of job to qualifications		States job and shows match of job to qualifications with demonstrated experience			
Promotes self in letter: Lists skills, achievements, experience, etc.	No self-promotion included		Describes skills and academic achievements, but no experience included		Describes skills, academic achievements, and experience		Describes skills, academic achievements, and multiple experiences			
States that the resume is included with the letter and asks for interview	No resume statement or interview requested		States resume included but does not ask for interview		States resume is included and asks interview		States resume is included, asks for interview, provides opportunity to request more information			

Resume

Targets job on cover letter	No job targeted		Targeted job does not match cover letter		Targeted job matches cover letter		Resume supports targeted job on cover letter			
Reader friendly – categories can be found easily, white space utilized, professional fonts and font sizes	Resume is unreadable		Resume design is distracting		Resume is reader friendly		Resume is professional in design for targeted job			
Includes education, activities, and experience information	No education, activities, or experience information listed		Two sections included		All three sections included		All three sections support targeted job			
Brief, concise information	Resume is longer than two pages		Information provided but in paragraph form		Sections are clearly identified with organized information		Clearly identified and organized information in each section supports targeted job			

Spelling & Grammar

Documents are free of spelling, punctuation, and grammatical errors	Three or more errors		Two errors		No spelling errors, and not more than 1 punctuation or grammatical error		No spelling or grammatical errors, and not more than 1 punctuation error			
Interview Materials Subtotal (50 max)										

Penalty Points (Mark all that apply)

Deduct 5 points for each instance of guidelines not being followed	-	○	Total Penalty	-	
			Grand Total		

Name: _____

School: _____

State: _____

Judge's Signature: _____

Date: _____



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Interview Rating Sheet

Preliminary Round

(Mark one score per row **AND** write score in the Points Earned column. Use Tie Breaker column to add or subtract points to break ties.)

Expectation Item	Not Demonstrated		Below Expectations		Meets Expectations		Exceeds Expectations		Points Earned	Tie Breaker
	0	○	5	○	10	○	15	○		
Demonstrates the ability to understand and respond to interview questions	0	○	5	○	10	○	15	○		
Relates previous experiences/activities with position's duties and skills necessary to succeed	0	○	5	○	10	○	15	○		
Possesses knowledge about the position and career field	0	○	5	○	10	○	15	○		
Asks questions that demonstrate and interest in the organization and understanding of the position	0	○	5	○	10	○	15	○		

Professional Presentation Skills

Demonstrates proper greeting, introduction, and closing	0	○	5	○	10	○	15	○		
Demonstrates strong self-confidence, appropriate assertiveness, and enthusiasm	0	○	3	○	7	○	10	○		
Demonstrates proper verbal and nonverbal communication skills	0	○	3	○	7	○	10	○		

Application Materials

Student brought application materials to interview	No materials were brought				Materials were brought					
	0	○			5	○				
Performance Subtotal (100 max)										

Penalty Points (Mark all that apply)

Dress Code not followed	-5	○	Deduct 5 points for each instance of guidelines not being followed	-	○	Total Penalty	-	
Performance Total								
Materials Prejudged Score (50 max)								
Grand Total (150 max)								

Name: _____

School: _____

State: _____

Judge's Signature: _____

Date: _____



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Interview Rating Sheet

Final Round

(Mark one score per row AND write score in the Points Earned column. Use Tie Breaker column to add or subtract points to break ties.)

Expectation Item	Not Demonstrated		Below Expectations		Meets Expectations		Exceeds Expectations		Points Earned	Tie Breaker
	0	<input type="radio"/>	5	<input type="radio"/>	10	<input type="radio"/>	15	<input type="radio"/>		
Demonstrates the ability to understand and respond to interview questions	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	0	<input type="radio"/>	5	<input type="radio"/>	10	<input type="radio"/>	15	<input type="radio"/>		
Possesses knowledge about the position and career field	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	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	0	<input type="radio"/>	5	<input type="radio"/>	10	<input type="radio"/>	15	<input type="radio"/>		
Demonstrates strong self-confidence, appropriate assertiveness, and enthusiasm	0	<input type="radio"/>	3	<input type="radio"/>	7	<input type="radio"/>	10	<input type="radio"/>		
Demonstrates proper verbal and nonverbal communication skills	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"/>					
Interview Subtotal (100 max)											

Penalty Points (Mark all that apply)

Dress Code not followed	-5	<input type="radio"/>	Deduct 5 points for each instance of guidelines not being followed	_____	<input type="radio"/>	Total Penalty	_____		
Grand Total									

Name: _____

School: _____

State: _____

Judge's Signature: _____

Date: _____