

### Job Interview Scorecard

Name \_\_\_\_\_ Club \_\_\_\_\_

Age \_\_\_\_\_

Finish: \_\_\_\_\_

Start: \_\_\_\_\_

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

Job Position Applied For: \_\_\_\_\_

	Possible Score	Participant's Score
<b>Appearance</b>		
*Professional dress	25	
*Appropriately groomed/neat	25	
<b>First Impression</b>		
*Greeting	25	
*Introduction	25	
*Body language	25	
<b>Responses to questions</b>		
*Knowledge relayed	30	
*Abilities described & matched resume	20	
*Accurate	20	
*Effective and organized	20	
*Shared appropriate experiences	20	
*Quality of information	20	
*Consistent responses	20	
<b>Communication Skills</b>		
*Persuasive	20	
*Proper Grammar	15	
*Enunciation	15	
*Appropriate volume	15	
*Concise, avoided rambling	15	
*Confident	20	
*Sincere	15	
*Poise	20	
*Discretion/tact	15	
<b>Conclusion</b>		
*Posed appropriate questions to employer	25	
*Clarified next steps	25	
*Appropriate thanks and exit	25	
<b>Total</b>	500	
<b>Total Scores:</b> Cover Letter _____ Resume _____ Application _____ Interview _____		

**FINAL RATING:**

Top Blue \_\_\_\_\_ Blue \_\_\_\_\_ Red \_\_\_\_\_ White \_\_\_\_\_

**Comments on the back**

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