



FBLA JOB INTERVIEW

Interview Rating Sheet

Preliminary Round

Final Round

Evaluation Item	Not Demonstrated	Does Not Meet Expectations	Meets Expectations	Exceeds Expectations	Points Earned
Professional Presentation					
Demonstrates poise, maturity, and a good attitude	0	1-2	3-4	5	
Demonstrates self-confidence, initiative, and assertiveness	0	1-2	3-4	5	
Professional appearance (meets dress code requirements)	0	1-3	4-7	8-10	
Demonstrates proper greeting, introduction, and closing	0	1-2	3-4	5	
Interview					
Demonstrates the ability to understand and respond to interview questions	0	1-5	6-10	11-15	
Illustrates adequate qualifications for the position	0	1-5	6-10	11-15	
Possesses career knowledge about the position	0	1-3	4-7	8-10	
Justifies career plans	0	1-5	6-10	11-15	
Asks appropriate questions	0	1-2	3-4	5	
Application Materials					
Effectiveness of application materials (resume, letter of application, and job application)	0	1-5	6-10	11-15	
Subtotal				/100 max.	
Penalty Points Deduct five (5) points for failure to fully follow the guidelines.					
Final Score				/100 max.	

Name: _____

School: _____ State: _____

Judge's Signature: _____ Date: _____

Judge's Comments: