

JOB INTERVIEW Rubric

Evaluation Criteria							Points	
(Hardcopy) Portfolio OR Electronic Portfolio 0-5	0 No portfolio presented		1 2 At least one portfolio is not contained in the official FCCLA binder OR Electronic Portfolio not in viewable format to the judges		3 4 Portfolio presented with incorrect labeling /insufficient materials for judges (less than 2 copies of contents) and contains more than 45 pages. OR Electronic Portfolio presented with incorrect labeling/ undesirable graphics, etc.		5 Portfolio is presented with correct labeling and sufficient judge's material OR Electronic Portfolio in viewable format to the judges AND contains no more than 45 pages including: - 1 project ID page - 1 table of contents - 1 planning process - up to 7 divider pages - up to 35 content pages	
Project Identification Page & Table of Contents 0-5 points	0 Both Project Identification Page and Table of Contents is missing	1 Project Identification Page OR Table of Contents is missing	2 3 Project Identification Page and Table of Contents is present but includes incorrect information or exceeds one page		4 5 Project Identification Page and/or Table of Contents is present and completed correctly			
Application 0-5 points	0 Application was not completed	1 Complete and legible	2 Complete, neat but could be more professional	3 Complete, neat, legible, professional, correct grammar and spelling used	4 5 Attractive layout, complete, neat, legible, professional, correct grammar and spelling used			
Portfolio Content							Points	
FCCLA Planning Process Summary Page 0-5 points	0 Planning Process Summary not provided	1 Inadequate steps in the Planning Process are presented	2 All Planning Process steps are presented but not summarized	3 All Planning Process steps are summarized	4 Evidence that the Planning Process was utilized to plan project	5 All five items provided and thorough		
Job Specification Sheet 0-5	0 Job Specification Sheet not provided	1 Only two of the five items provided	2 Only three of the five items provided	3 Four of the five items provided	4 All five items provided	5 All five items provided and thorough		
Business Communications 0-10 Points	0 None apply	1 2 3 4 5 6 7 8 9 10 - Score one point for each component <ul style="list-style-type: none">○ Two recommendation letters○ Consistent font○ Correct spelling○ Appropriate business format○ Includes cover letter○ Includes resume○ White or cream paper, 24 weight○ Document consistently written○ Correct grammar○ Organized						
Career Related Education 0-5 points	0 Not included	1 Only one of the required items	2 Only two of four items	3 Three or four items provided	4 All four items provided but	5 All four items provided,		

		provided	provided		they lack information	thorough and professional	
Educational Enhancement Opportunities 0-5 points	0 Not included	1 Only one of the required items	2 Two of three items provided but lack information	3 Two of three items provided completely	4 All three items provided but they lack information	5 All three items provided, thorough and professional	

Examples of Special Skills 0-5 points	0 Not provided	1 Only one or two of the items provided	2 Only three of five items provided	3 Four of five items provided	4 Five items provided	5 All five items provided and relate well to job/career goals	
Portfolio Appearance 0-3 points	0 Portfolio is illegible and unorganized	1 Portfolio is neat, but contains grammatical or spelling errors and is organized poorly	2 Portfolio is neat, legible, and professional, with correct grammar and spelling	3 Next and professional, correct grammar and spelling used; effective organization			

Interview	Points
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Knowledge of Selected Job 0-10 points	0 Little evidence of job knowledge	1 2 Minimal evidence of job knowledge	3 4 Some evidence of job knowledge	5 6 Knowledge of job is evident but not in interview	7 8 Knowledge of job is evident and shared at times in the interview	9 10 Knowledge of job is evident and incorporated throughout the interview	
Communication Skills 0-10 points	0 Participant does not take part in interview	1 2 Interview is brief because participant lacks the ability to carry on a conversation or answer questions with detail	3 4 Participant answers most questions well, but displays signs of self consciousness or nervousness in his/her nonverbal communication	5 6 Participant answers questions and relates to evaluators well	7 8 Participant shows confidence and personality during interview. Answers questions well	9 10 Participant is confident, poised, personable, relates well to the evaluators and answers questions clearly and effectively	
Use of Portfolio During Presentation 0-5 points	0 Portfolio is not used during presentation	1 Portfolio used to limit amount of speaking time	2 Portfolio used minimally during presentation	3 Portfolio incorporated throughout presentation	4 Portfolio used effectively throughout presentation	5 Presentation moves seamlessly between oral presentation, and portfolio	
Professional Appearance 0-3 points	0 1 Non-professional appearance, attire and/or grooming		2 Good appearance, attire and grooming but lacks polish		3 Professional appearance, attire and grooming		
Voice—Pitch, Tempo, Volume 0-3 points	0 No voice qualities are used effectively		1 Voice quality is adequate	2 Voice is good but could improve		3 Voice quality is outstanding and pleasing to listen to	
Body Language/ Clothing Choice 0-3 points	0 Body language shows nervousness or unease/inappropriate dress		1 Body language shows minimal amount of nervousness/clothing is appropriate	2 Body language is good and clothing is professional		3 Body language and clothing choice both enhance the presentation	
Grammar/Word Usage/Pronunciation 0-3 points	0 Extensive (more than 5) grammatical and pronunciation errors		1 Some (3-5) grammatical and pronunciation errors	2 Few (1-2) pronunciation errors		3 Presentation has no grammatical or pronunciation errors	
Responses to	0 1	2 3	4 5	6 7	8 9	10	

Judges' Questions 0-10 points	Did not answer judges' questions	Unable to answer some questions	Responded to all questions, but without ease or accuracy	Responded adequately to all questions	Gave appropriate responses to judges/ questions	Responses to questions were appropriate and given without hesitation	
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Reason for point deduction _____

SUBTOTAL	
Point deductions from one judge's rubrics	
GRAND TOTAL	

Comments:

Verification of total scores (please initial)

Judge

Event Chair

Tally Room