

## JOB INTERVIEW Rubric

Evaluation Criteria							Points
<b>Portfolio</b> 0-5 points	<b>0</b> No portfolio presented	<b>1 2</b> At least one portfolio is not contained in the official FCCLA binder	<b>3 4</b> Portfolios presented with incorrect labeling/insufficient materials for judges (less than 2 copies of contents)	<b>5</b> Portfolios presented with correct labeling and sufficient judges material			
<b>Project Identification Page &amp; Table of Contents</b> 0-5 points	<b>0</b> Both Project Identification Page and Table of Contents is missing	<b>1</b> Project Identification Page OR Table of Contents is missing	<b>2 3</b> Project Identification Page and Table of Contents is present but includes incorrect information or exceeds one page	<b>4 5</b> Project Identification Page and/or Table of Contents is present and completed correctly			
<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> All five items provided and thorough	
<b>Job Specification Sheet</b> 0-5	<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 Communications</b> 0-10 Points	<b>0</b> None apply	<b>1 2 3 4 5 6 7 8 9 10 - Score one point for each component</b>					
<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 or 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> Two of three items provided but lack information	<b>3</b> Two of three items provided completely	<b>4</b> All three items provided but they lack information	<b>5</b> All three 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 provided	<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 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 professional, with correct grammar and spelling		<b>3</b> Next and professional, correct grammar and spelling used; effective organization	
<b>Interview</b>							<b>Points</b>
<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 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>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>Professional Appearance</b> 0-3 points	<b>0 1</b> Non-professional appearance, attire and/or grooming		<b>2</b> Good appearance, attire and grooming but lacks polish		<b>3</b> Professional appearance, attire and grooming		
<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 is good but could improve		<b>3</b> Voice quality is outstanding and pleasing to listen to	
<b>Body Language/ Clothing Choice</b> 0-3 points	<b>0</b> Body language shows nervousness or unease/inappropriate dress		<b>1</b> Body language shows minimal amount of nervousness/clothing is appropriate	<b>2</b> Body language is good and clothing is professional		<b>3</b> Body language and clothing choice both enhance 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) pronunciation errors		<b>3</b> Presentation has no grammatical or pronunciation errors	
<b>Responses to Judges' Questions</b> 0-10 points	<b>0 1</b> Did not answer judges' questions	<b>2 3</b> Unable to answer some questions	<b>4 5</b> Responded to all questions, but without ease or accuracy	<b>6 7</b> Responded adequately to all questions	<b>8 9</b> Gave appropriate responses to judges' questions	<b>10</b> Responses to questions were appropriate and given without hesitation	

(continued on next page)

Reason for point deduction \_\_\_\_\_

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<b>SUBTOTAL</b>	
<b>Point deductions from one judge's rubrics</b>	
<b>GRAND TOTAL</b>	

Comments:

**Verification of total scores (please initial)**

\_\_\_\_\_  
Judge

\_\_\_\_\_  
Event Chair

\_\_\_\_\_  
Tally Room