JOB INTERVIEW SCORECARD – PAPERWORK

NAME	CHAPTER

JOB INTERVIEW PAPERWORK		Pts. Poss.	Pts. Given
Job Interview Cover Letter *Submitted electronically prior to event*			
Format: Spacing Font Left Justification Addressed Correctly 1 page Correct paper *(white paper or cardstock)*		8	
Grammar/Punctuation/Spelling		6	
Content: Identified position sought Where learned of job Conveyed contact information Employability Identified next steps Meshed with resume and references		20	
General appearance: Overall impression Readability and flow		6	
Job Interview Resume *Submitted electronically prior to event*			
Format: Spacing Font 1 page Correct paper *(white paper or cardstock)*		6	
Content: Contact information Appropriate objective/position sought Relevant education Relevant experience & skills Identified achievements		22	
Grammar/Punctuation/Spelling		6	
General appearance: Overall impression Readability and flow		6	
Online Job Application *Submitted electronically prior to event*			
General Information		3	
Education		3	
Work Experience		3	
References		3	
Grammar/Punctuation/Spelling: Capitalization and abbreviations when appropriate		4	
Overall impression: Used n/a when appropriate Consistency, neatness		4	
Job Description is optional and is not scored. Students should not be penalized for not including a description.			
		Subtotal	
		Statement of Authenticity Deductions*	
Grand Total** *See Job Interview Ranking Sheet*	**Total Points Possible**	**100**	

Statement of Authenticity Deductions**
If the signed Statement of Authenticity Form is not included, a deduction of 5 points will be determined by the contest chair and enforced equally by all judges. Statement of Authenticity is not required at the District Contest.

Grand Total**
This score transfers to the Job Interview Ranking Sheet to determine rankings.