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BUSINESS COMMUNICATION
Production Rating Sheet

Evaluation Item	Not Demonstrated	Does Not Meet Expectations	Meets Expectations	Exceeds Expectations	Points Earned
Content					
Position is clearly stated and consistently maintained. Clear reference(s) to the issue(s) are stated.	0	1-5	6-10	11-15	
Information provided clearly supports the position; evidence is sufficient.	0	1-5	6-10	11-15	
Organization and structure of the exercise is clearly developed.	0	1-5	6-10	11-15	
Readability—use of headings and transitions	0	1-3	4-7	8-10	
Tone is consistent and enhances persuasiveness or is convincing.	0	1-5	6-10	11-15	
Organization					
Writing style	0	1-3	4-7	8-10	
Mechanics including punctuation, spelling, and capitalization are correct.	0	1-7	8-14	15-20	
Total Writing Sample Score					/100 max.

Name: _____

School: _____ State: _____

Judge's Signature: _____ Date: _____

Judge's Comments:



BUSINESS DECISION MAKING

Performance Rating Sheet

Final Round

Evaluation Item	Not Demonstrated	Does Not Meet Expectations	Meets Expectations	Exceeds Expectations	Points Earned
Content					
Problem is understood and well-defined	0	1-5	6-10	11-15	
Alternatives are recognized with pros and cons stated and evaluated	0	1-5	6-10	11-15	
Logical solution is selected with positive and negative aspects of its implementation given	0	1-5	6-10	11-15	
Anticipated results are based on correct reasoning	0	1-5	6-10	11-15	
Delivery					
Thoughts and statements are well organized and clearly stated; appropriate business language is used	0	1-5	6-10	11-15	
Team members demonstrated self-confidence, poise, and good voice projection	0	1-3	4-7	8-10	
All team members actively participated during the presentation	0	1-2	3-4	5	
Demonstrates the ability to effectively answer questions	0	1-3	4-7	8-10	
Subtotal	/100 max.				
Time Penalty Deduct five (5) points for presentation over ten (10) minutes. Time: _____					
Dress Code Penalty Deduct five (5) points when dress code is not followed.					
Final Score	/100 max.				
Objective Test Score (To be used in the event of a tie.)					

Name(s): _____

School: _____ State: _____

Judge's Signature: _____ Date: _____

Judge's Comments:



BUSINESS ETHICS
Performance Rating Sheet

Preliminary Round

Final Round

Evaluation Item	Not Demonstrated	Does Not Meet Expectations	Meets Expectations	Exceeds Expectations	Points Earned
Content					
Situation is understood and effectively defined	0	1-5	6-10	11-15	
Ethical dimensions of the problem are clearly defined	0	1-5	6-10	11-15	
Team's position is clearly stated	0	1-3	4-7	8-10	
Effective ethical solution is offered	0	1-5	6-10	11-15	
Delivery					
Thoughts and statements are well-organized and clearly stated; appropriate business language used	0	1-5	6-10	11-15	
Team members demonstrate self-confidence, poise, and good voice projection	0	1-3	4-7	8-10	
Demonstrates the ability to effectively answer questions	0	1-3	4-7	8-10	
All team members actively participated in the presentation	0	1-3	4-7	8-10	
Subtotal					/100 max.
Time Penalty Deduct five (5) points for presentation over ten (10) minutes. Time: _____					
Dress Code Penalty Deduct five (5) points when dress code is not followed.					
Total Points					/100 max.
Final Score					/100 max.

Name(s): _____

School: _____ State: _____

Judge's Signature: _____ Date: _____

Judge's Comments:



BUSINESS PRESENTATION

Performance Rating Sheet

Preliminary Round Final Round

Evaluation Item	Not Demonstrated	Does Not Meet Expectations	Meets Expectations	Exceeds Expectations	Points Earned
Content					
Presentation clearly related to topic	0	1-3	4-7	8-10	
Purpose clearly stated	0	1-3	4-7	8-10	
Effectively uses a variety of features of program such as text, graphics, and transitions.	0	1-3	4-7	8-10	
Quality of design is professional. Design elements are appropriate for a business presentation; e.g., color choice, font style and size, and so forth	0	1-3	4-7	8-10	
Amount of information is appropriate and timing of presentation is coordinated with delivery	0	1-3	4-7	8-10	
Suitability and accuracy of statements in presentation	0	1-2	3-4	5	
Organization					
Topic adequately developed	0	1-3	4-7	8-10	
Logical sequence of ideas	0	1-3	4-7	8-10	
Accomplished purpose	0	1-3	4-7	8-10	
Delivery					
Thoughts and statements are well organized and clearly stated; appropriate business language used	0	1-2	3-4	5	
Participant(s) demonstrate self-confidence, poise, and good voice projection	0	1-2	3-4	5	
Demonstrates the ability to effectively answer questions	0	1-2	3-4	5	
Subtotal					/100 max.
Time Penalty Deduct five (5) points for presentation over seven (7) minutes. Time: _____					
Dress Code Penalty Deduct five (5) points when dress code is not followed.					
Final Score					/100 max.

Name(s): _____

School: _____ State: _____

Judge's Signature: _____ Date: _____

Judge's Comments:



CLIENT SERVICE

Performance Rating Sheet

Preliminary Round

Final Round

Evaluation Item	Not Demonstrated	Does Not Meet Expectations	Meets Expectations	Exceeds Expectations	Points Earned
Content					
Simulation is understood and well defined	0	1-5	6-10	11-15	
Participant's position is clearly stated	0	1-5	6-10	11-15	
Effective solution is offered	0	1-5	6-10	11-15	
Delivery					
Thoughts and statements are well organized and clearly stated	0	1-5	6-10	11-15	
Participant demonstrates self-confidence, poise, and good voice projection	0	1-3	4-7	8-10	
Demonstrates ability to effectively answer questions	0	1-5	6-10	11-15	
Participant actively interacts with judges	0	1-5	6-10	11-15	
Subtotal					/100 max.
Dress Code Penalty Deduct five (5) points when dress code is not followed.					
Final Score					/100 max.

Name: _____

School: _____ State: _____

Judge's Signature: _____ Date: _____

Judge's Comments:



COMMUNITY SERVICE PROJECT

Report Rating Sheet

Evaluation Item	Not Demonstrated	Does Not Meet Expectations	Meets Expectations	Exceeds Expectations	Points Earned
Content					
Purpose of Project • Statement of project goals • Service to the community and its citizens	0	1–5	6–10	11–15	
Planning and development of project	0	1–5	6–10	11–15	
Implementation of project	0	1–5	6–10	11–15	
Impact and benefits to the community	0	1–8	9–18	19–25	
Evidence of publicity	0	1–2	3–4	5	
Format					
Clear and concise presentation with logical arrangement of information following the rating sheet categories	0	1–3	4–7	8–10	
Creativity of the written presentation and design	0	1–2	3–4	5	
Correct grammar, punctuation, spelling, and acceptable business style	0	1–3	4–7	8–10	
Subtotal					/100 max.
Penalty Points Deduct five (5) points each for not adhering to Report Guidelines (maximum of twenty [20] points): <input type="checkbox"/> cover incorrect <input type="checkbox"/> missing table of contents & page numbers <input type="checkbox"/> binding incorrect <input type="checkbox"/> over thirty (30) pages, pasted items <input type="checkbox"/> no page numbers in report <input type="checkbox"/> 2 copies of report not received <input type="checkbox"/> report format does not follow rating sheet _____					
Total Points					/100 max.

School: _____ State: _____

Judge's Signature: _____ Date: _____

Judge's Comments:



COMMUNITY SERVICE PROJECT

Performance Rating Sheet

Preliminary Round

Final Round

Evaluation Item	Not Demonstrated	Does Not Meet Expectations	Meets Expectations	Exceeds Expectations	Points Earned
Content					
Description of project development and strategies used to implement project	0	1-8	9-18	19-25	
Appropriate level of member involvement	0	1-3	4-7	8-10	
Degree of impact on the community and its citizens	0	1-8	9-18	19-25	
Evidence of publicity received	0	1-2	3-4	5	
Student evaluation of project effectiveness	0	1-2	3-4	5	
Delivery					
Thoughts and statements are well organized and clearly stated; appropriate business language used	0	1-3	4-7	8-10	
Participant(s) demonstrate self-confidence, poise, and good voice projection	0	1-3	4-7	8-10	
Demonstrates the ability to effectively answer questions	0	1-3	4-7	8-10	
Subtotal	/100 max.				
Time Penalty Deduct five (5) points for presentation over seven (7) minutes. Time: _____					
Dress Code Penalty Deduct five (5) points when dress code is not followed.					
Total Points	/100 max.				
Report Score	/100 max.				
Final Score	/200 max.				

School: _____ State: _____

Name(s): _____

Judge's Signature: _____ Date: _____

Judge's Comments:



DESKTOP APPLICATION PROGRAMMING

Production Rating Sheet

Evaluation Item	Not Demonstrated	Does Not Meet Expectations	Meets Expectations	Exceeds Expectations	Points Earned
Program Readability and Style					
Appropriate names of variables used	0	1–2	3–4	5	
Commentary provided line-by-line and/or section is readable, useful, and complete	0	1–5	6–10	11–15	
General program documentation readable, useful, and complete	0	1–7	8–14	15–20	
Input/output and program parameters properly documented	0	1–2	3–4	5	
Readme file contains name, state, school, instructions, and algorithm	0	1–2	3–4	5	
Program Structure and Content					
Program is concise, does not contain unnecessary complexity	0	1–2	3–4	5	
Appropriate data types used	0	1–2	3–4	5	
Algorithms reliable and straightforward	0	1–5	6–10	11–15	
Unusual approaches should be well documented	0	1–3	4–7	8–10	
Algorithms did not impose any special limitations not described in the program instructions	0	1–3	4–7	8–10	
Results					
Program was error free	0	1–3	4–7	8–10	
The program handled user and/or data input errors well	0	1–5	6–10	11–15	
Program functioned as required and meets requirements	0	1–7	8–14	15–20	
Resulting outputs, screens, and messages were useful	0	1–7	8–14	15–20	
Subtotal					/150 max.
Penalty Points Deduct five (5) points for not adhering to Guidelines.					
<input type="checkbox"/> 2 copies of media not received <input type="checkbox"/> Statement of Assurance not received <input type="checkbox"/> media labeled incorrectly _____					
Total Points					/150 max.

Name: _____

School: _____ State: _____

Judge's Signature: _____ Date: _____

Judge's Comments:



DESKTOP APPLICATION PROGRAMMING

Performance Rating Sheet

Preliminary Round Final Round

Evaluation Item	Not Demonstrated	Does Not Meet Expectations	Meets Expectations	Exceeds Expectations	Points Earned
Content					
Description of the problem	0	1-2	3-4	5	
Description of the planning process used to design the program	0	1-3	4-7	8-10	
Description of program documentation	0	1-3	4-7	8-10	
Description of input/output and program parameters	0	1-5	6-10	11-15	
Description of how the program flows	0	1-7	8-14	15-20	
Description of program structures	0	1-5	6-10	11-15	
Description of the usefulness of the program	0	1-2	3-4	5	
Delivery					
Thoughts and statements are well-organized and clearly stated; appropriate business language used	0	1-2	3-4	5	
Participant(s) demonstrate self-confidence, poise, and good voice projection	0	1-2	3-4	5	
Demonstrates the ability to effectively answer questions	0	1-3	4-7	8-10	
Subtotal					/100 max.
Time Penalty Deduct five (5) points for presentation over seven (7) minutes. Time: _____					
Dress Code Penalty Deduct five (5) points when dress code is not followed. _____					
Total Performance Score					_____ x 30% =
Prejudged Program Score					_____ x 70% =
Final Score					/135 max.

Name: _____

School: _____ State: _____

Judge's Signature: _____ Date: _____

Judge's Comments:



DIGITAL VIDEO PRODUCTION

Production Rating Sheet

Evaluation Item	Not Demonstrated	Does Not Meet Expectations	Meets Expectations	Exceeds Expectations	Points Earned
Content					
Theme properly developed	0	1-7	8-14	15-20	
Elements included in presentation are suitable, appropriate, and directed towards a specific audience	0	1-3	4-7	8-10	
Copyright laws have been followed and permissions are cited in readme file	0	1-3	4-7	8-10	
Presentation is clear and concise	0	1-7	8-14	15-20	
Effective use of innovative technology	0	1-7	8-14	15-20	
Proper use of grammar, spelling, punctuation, etc.	0	1-2	3-4	5	
Readme file	0	1-2	3-4	5	
Presentation					
Presentation includes an effective opening, body, and conclusion	0	1-7	8-14	15-20	
Transitions are effective and appealing	0	1-5	6-10	11-15	
Audio and visual elements coordinated and complimentary	0	1-5	6-10	11-15	
Audio Editing • Good quality • Appropriate volume	0	1-5	6-10	11-15	
Proper Use of Video Technology • Video uses multiple camera angles • Video is smooth and steady • Video is in focus	0	1-5	6-10	11-15	
Titles and graphics enhance overall quality of presentation	0	1-5	6-10	11-15	
Presentation effective at motivating audience to action	0	1-5	6-10	11-15	
Subtotal	/200 max.				
Time Penalty Deduct five (5) points for presentation over four (4) minutes. Time: _____					
Penalty Points Deduct five (5) points for not adhering to Guidelines. <input type="checkbox"/> 2 copies of media not received <input type="checkbox"/> Statement of Assurance not received <input type="checkbox"/> media labeled incorrectly _____					
Final Score	/200 max.				

Name(s): _____

School: _____ State: _____

Judge's Signature: _____ Date: _____

Judge's Comments:



DIGITAL VIDEO PRODUCTION

Performance Rating Sheet

Preliminary Round

Final Round

Evaluation Item	Not Demonstrated	Does Not Meet Expectations	Meets Expectations	Exceeds Expectations	Points Earned
Content					
Development of the topic in the presentation	0	1-3	4-7	8-10	
Use and the implementation of innovative technology	0	1-7	8-14	15-20	
Development and design process	0	1-7	8-14	15-20	
Use and development of the video	0	1-7	8-14	15-20	
Proper documentation of pictures, audio, etc.	0	1-3	4-7	8-10	
Delivery					
Thoughts and statements are well-organized and clearly stated; appropriate business language used	0	1-3	4-7	8-10	
Participant(s) demonstrate self-confidence, poise, and good voice projection	0	1-2	3-4	5	
Demonstrates the ability to effectively answer questions	0	1-2	3-4	5	
Subtotal					/100 max.
Time Penalty Deduct five (5) points for presentations over seven (7) minutes. Time:					
Dress Code Penalty Deduct five (5) points when dress code is not followed.					
Total Points					/100 max.
Prejudged Score					/200 max.
Final Score (add total points and prejudged score)					/300 max.

Name(s): _____

School: _____ State: _____

Judge's Signature: _____ Date: _____

Judge's Comments:



E-BUSINESS
Production Rating Sheet

Evaluation Item	Not Demonstrated	Does Not Meet Expectations	Meets Expectations	Exceeds Expectations	Points Earned
Page Layout and Design					
Fonts, colors, and graphics enhance aesthetic appeal	0	1-3	4-7	8-10	
Format is consistent and appropriate	0	1-3	4-7	8-10	
Graphic design shows creativity, originality, and supports topic	0	1-5	6-10	11-15	
Site uses innovative technology tools and enhancements effectively	0	1-3	4-7	8-10	
Site Navigation					
All links are functional	0	1-7	8-14	15-20	
Links show consistent format	0	1-3	4-7	8-10	
Navigational path allows customers to make purchasing decisions easily	0	1-7	8-14	15-20	
Navigational scheme is logical and effective	0	1-3	4-7	8-10	
Content					
Effectiveness of site	0	1-8	9-18	19-25	
Solution adequately addresses assigned topic	0	1-5	6-10	11-15	
Application Design					
Form fields are validated	0	1-5	6-10	11-15	
Transaction data is appropriately prepared for payment gateway on secured site	0	1-3	4-7	8-10	
Technical					
Proper use of grammar, spelling, etc.	0	1-3	4-7	8-10	
Site is compatible with multiple browsers	0	1-3	4-7	8-10	
Copyright laws have been followed, permissions are cited on the Web site, and the use of templates is identified at the bottom of the home page	0	1-3	4-7	8-10	
Total Points					/200 max.

Name(s): _____

School: _____ State: _____

Judge's Signature: _____ Date: _____

Judge's Comments:



E-BUSINESS
Performance Rating Sheet

Preliminary Round

Final Round

Evaluation Item	Not Demonstrated	Does Not Meet Expectations	Meets Expectations	Exceeds Expectations	Points Earned
Content					
Development of the topic	0	1-7	8-14	15-20	
Use and the implementation of innovative technology	0	1-7	8-14	15-20	
Development and design process	0	1-7	8-14	15-20	
Proper documentation of pictures, audio, etc.	0	1-3	4-7	8-10	
Delivery					
Thoughts and statements are well-organized and clearly stated; appropriate business language used	0	1-3	4-7	8-10	
Participant(s) demonstrate self-confidence, poise, and good voice projection	0	1-3	4-7	8-10	
Demonstrates the ability to effectively answer questions	0	1-3	4-7	8-10	
Subtotal					/100 max.
Time Penalty Deduct five (5) points for presentations over five (5) minutes. Time:					
Dress Code Penalty Deduct five (5) points when dress code is not followed.					
Total Points					/100 max.
Prejudged Score					/200 max.
Final Score (add total points and prejudged score)					/300 max.

Name(s): _____

School: _____ State: _____

Judge's Signature: _____ Date: _____

Judge's Comments:



EMERGING BUSINESS ISSUES

Performance Rating Sheet

Preliminary Round

Final Round

Evaluation Item	Not Demonstrated	Does Not Meet Expectations	Meets Expectations	Exceeds Expectations	Points Earned
Content					
Understanding of issue/topic	0	1-3	4-7	8-10	
Flow and logic of content	0	1-7	8-14	15-20	
Quality of evidence	0	1-7	8-14	15-20	
Ability to Take a Position					
Persuasiveness	0	1-7	8-14	15-20	
Relevance of arguments	0	1-3	4-7	8-10	
Delivery					
Thoughts and statements are well-organized and clearly stated; appropriate business language used	0	1-2	3-4	5	
Participant(s) demonstrate self-confidence, poise, and good voice projection	0	1-2	3-4	5	
Demonstrates the ability to effectively answer questions	0	1-3	4-7	8-10	
Subtotal					/100 max.
Time Penalty Deduct five (5) points for presentation over five (5) minutes. Time:					
Dress Code Penalty Deduct five (5) points when dress code is not followed.					
Final Score					/100 max.

Check one: Affirmative presentation Negative presentation

Name(s): _____

School: _____ State: _____

Judge's Signature: _____ Date: _____

Judge's Comments:



FINANCIAL SERVICES
Performance Rating Sheet

Final Round

Evaluation Item	Not Demonstrated	Does Not Meet Expectations	Meets Expectations	Exceeds Expectations	Points Earned
Content					
Problem is understood and well-defined	0	1-7	8-14	15-20	
Alternatives are recognized with pros and cons stated and evaluated	0	1-5	6-10	11-15	
Logical solution is selected with positive and negative aspects of its implementation given	0	1-5	6-10	11-15	
Demonstrates knowledge and understanding of banking and financial systems concepts	0	1-7	8-14	15-20	
Delivery					
Thoughts and statements are well organized and clearly stated; appropriate business language is used	0	1-3	4-7	8-10	
Participant(s) demonstrated self-confidence, poise, and good voice projection	0	1-3	4-7	8-10	
Demonstrates the ability to effectively answer questions	0	1-3	4-7	8-10	
Subtotal					/100 max.
Dress Code Penalty Deduct five (5) points when dress code is not followed.					
Final Score					/100 max.
Objective Test Score (To be used in the event of a tie.)					

Name(s): _____

School: _____ State: _____

Judge's Signature: _____ Date: _____

Judge's Comments:



FREE ENTERPRISE PROJECT

Report Rating Sheet

Evaluation Item	Not Demonstrated	Does Not Meet Expectations	Meets Expectations	Exceeds Expectations	Points Earned
Content					
Purpose of Project • Project designed specifically to promote local understanding of and support for the Free Enterprise system	0	1–5	6–10	11–15	
Research into school and/or community needs	0	1–2	3–4	5	
Planning and development of project	0	1–7	8–14	15–20	
Implementation of project	0	1–5	6–10	11–15	
Evaluation and Results • Benefits to and impact on the school and/or community	0	1–7	8–14	15–20	
Format					
Clear and concise presentation with logical arrangement of information following the rating sheet categories	0	1–3	4–7	8–10	
Creativity of the written report and design	0	1–2	3–4	5	
Correct grammar, punctuation, spelling, and acceptable business style	0	1–3	4–7	8–10	
Subtotal					/100 max.
Penalty Points Deduct five (5) points each for not adhering to Report Guidelines (maximum of twenty [20] points):					
<input type="checkbox"/> cover incorrect <input type="checkbox"/> missing table of contents & page numbers <input type="checkbox"/> binding incorrect <input type="checkbox"/> over thirty (30) pages, pasted items <input type="checkbox"/> no page numbers in report <input type="checkbox"/> 2 copies of report not received <input type="checkbox"/> report format does not follow rating sheet _____					
Total Points					/100 max.

School: _____ State: _____

Judge's Signature: _____ Date: _____

Judge's Comments:



FREE ENTERPRISE PROJECT

Performance Rating Sheet

Preliminary Round

Final Round

Evaluation Item	Not Demonstrated	Does Not Meet Expectations	Meets Expectations	Exceeds Expectations	Points Earned
Content					
Description of project development and strategies used to implement project	0	1-7	8-14	15-20	
Description of research into school or community needs	0	1-5	6-10	11-15	
Appropriate level of member involvement	0	1-3	4-7	8-10	
Degree of impact on the community and its citizens	0	1-7	8-14	15-20	
Evidence of publicity received	0	1-2	3-4	5	
Student evaluation of project effectiveness	0	1-2	3-4	5	
Delivery					
Thoughts and statements are well organized and clearly stated; appropriate business language used	0	1-3	4-7	8-10	
Participant(s) demonstrate self-confidence, poise, and good voice projection	0	1-2	3-4	5	
Demonstrates the ability to effectively answer questions	0	1-3	4-7	8-10	
Subtotal	/100 max.				
Time Penalty Deduct five (5) points for presentation over seven (7) minutes. Time:					
Dress Code Penalty Deduct five (5) points when dress code is not followed.					
Subtotal Points	/100 max.				
Report Score	/100 max.				
Final Score (add total points and report score)	/200 max.				

Name(s): _____

School _____ State _____

Judge's Signature: _____ Date: _____

Judge's Comments:



FUTURE BUSINESS EXECUTIVE

Interview Rating Sheet

Preliminary Round

Evaluation Item	Not Demonstrated	Does Not Meet Expectations	Meets Expectations	Exceeds Expectations	Points Earned
Interview					
Poise, maturity, and attitude	0	1–2	3–4	5	
Self-confidence, initiative, and assertiveness	0	1–2	3–4	5	
Demonstration of ability to effectively answer questions	0	1–3	4–7	8–10	
Professional appearance (meets dress code requirements)	0	1–3	4–7	8–10	
Leadership Ability					
Participation and leadership in FBLA-PBL	0	1–5	6–10	11–15	
Participation in other school and/or community organizations	0	1–3	4–7	8–10	
Demonstration of outstanding achievement	0	1–3	4–7	8–10	
Career knowledge and career plans	0	1–5	6–10	11–15	
Application Materials					
Effectiveness of application materials (resume and letter of application)	0	1–3	4–7	8–10	
Effectiveness of job application	0	1–3	4–7	8–10	
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:



FUTURE BUSINESS EXECUTIVE

Interview Rating Sheet

Final Round

Evaluation Item	Not Demonstrated	Does Not Meet Expectations	Meets Expectations	Exceeds Expectations	Points Earned
Interview					
Poise, maturity, and attitude	0	1–2	3–4	5	
Self-confidence, initiative, and assertiveness	0	1–3	4–7	8–10	
Demonstration of ability to effectively answer questions	0	1–5	6–10	11–15	
Professional appearance (meets dress code requirements)	0	1–3	4–7	8–10	
Leadership Ability					
Participation and leadership in FBLA-PBL	0	1–5	6–10	11–15	
Participation in other school and/or community organizations	0	1–5	6–10	11–15	
Demonstration of outstanding achievement	0	1–5	6–10	11–15	
Career knowledge and career plans	0	1–5	6–10	11–15	
Subtotal					/100 max.
Application Materials (During final round, this score is considered only to break a tie)					
Final Score					/100 max.

Name: _____

School: _____ State: _____

Judge's Signature: _____ Date: _____

Judge's Comments:



FUTURE BUSINESS TEACHER

Interview Rating Sheet

Preliminary Round

Evaluation Item	Not Demonstrated	Does Not Meet Expectations	Meets Expectations	Exceeds Expectations	Points Earned
Interview					
Poise, maturity, and attitude	0	1-2	3-4	5	
Self-confidence, initiative, and assertiveness	0	1-2	3-4	5	
Demonstration of ability to effectively answer questions	0	1-3	4-7	8-10	
Professional appearance (meets dress code requirements)	0	1-3	4-7	8-10	
Leadership Ability					
Evidence of skills for teaching business	0	1-3	4-7	8-10	
Participation and leadership in FBLA-PBL	0	1-3	4-7	8-10	
Participation in other school and/or community organizations	0	1-3	4-7	8-10	
Demonstration of outstanding achievement	0	1-3	4-7	8-10	
Career knowledge and career plans	0	1-3	4-7	8-10	
Application Materials					
Effectiveness of application materials (resume and letter of application)	0	1-3	4-7	8-10	
Effectiveness of job application	0	1-3	4-7	8-10	
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:



FUTURE BUSINESS TEACHER

Interview Rating Sheet

Final Round

Evaluation Item	Not Demonstrated	Does Not Meet Expectations	Meets Expectations	Exceeds Expectations	Points Earned
Interview					
Poise, maturity, and attitude	0	1–2	3–4	5	
Self-confidence, initiative, and assertiveness	0	1–3	4–7	8–10	
Demonstration of ability to effectively answer questions	0	1–3	4–7	8–10	
Professional appearance (meets dress code requirements)	0	1–3	4–7	8–10	
Leadership Ability/Teaching Potential					
Evidence of skills for teaching	0	1–5	6–10	11–15	
Participation and leadership in FBLA-PBL	0	1–5	6–10	11–15	
Participation in other school and/or community organizations	0	1–3	4–7	8–10	
Demonstration of outstanding achievement	0	1–3	4–7	8–10	
Career knowledge and career plans	0	1–5	6–10	11–15	
Subtotal					/100 max.
Application Materials (During final round, this score is considered only to break a tie.)					
Final Score					/100 max.

Name: _____

School: _____ State: _____

Judge's Signature: _____ Date: _____

Judge's Comments:



HELP DESK
Performance Rating Sheet

Final Round

Evaluation Item	Not Demonstrated	Does Not Meet Expectations	Meets Expectations	Exceeds Expectations	Points Earned
Content					
Described the situation(s)	0	1-3	4-7	8-10	
Problem/incident properly documented	0	1-3	4-7	8-10	
Issued a solution or recommendation(s); resolved problem	0	1-5	6-10	11-15	
Technology					
Basic hardware/software knowledge, used correct terminology	0	1-2	3-4	5	
Demonstrated ability to effectively answer client's technical questions	0	1-3	4-7	8-10	
Met the needs of the client/customer	0	1-3	4-7	8-10	
Demonstrated troubleshooting skills and effective investigative methods	0	1-3	4-7	8-10	
Delivery					
Thoughts and statements are well organized and clearly stated; appropriate business language used	0	1-3	4-7	8-10	
Participant(s) demonstrate self-confidence, poise, and good voice projection	0	1-3	4-7	8-10	
Demonstrated conflict resolution skills	0	1-2	3-4	5	
Closure	0	1-2	3-4	5	
Subtotal					/100 max.
Dress Code Penalty Deduct five (5) points when dress code is not followed.					
Total Points					/100 max.
Objective Test Score (To be used in the event of a tie.)					

Name: _____

School: _____ State: _____

Judge's Signature: _____ Date: _____

Judge's Comments:



HOSPITALITY MANAGEMENT
Performance Rating Sheet

Final Round

Evaluation Item	Not Demonstrated	Does Not Meet Expectations	Meets Expectations	Exceeds Expectations	Points Earned
Content					
Problem is understood and well defined	0	1-7	8-14	15-20	
Alternatives are recognized with pros and cons stated and evaluated	0	1-5	6-10	11-15	
Logical solution is selected with positive and negative aspects of its implementation given	0	1-5	6-10	11-15	
Management's decision is clear	0	1-5	6-10	11-15	
Delivery					
Thoughts and statements are well organized and clearly stated; appropriate business language used	0	1-5	6-10	11-15	
Participant(s) show self-confidence, poise, and good voice projection	0	1-3	4-7	8-10	
Demonstrates the ability to effectively answer questions	0	1-3	4-7	8-10	
Subtotal	/100 max.				
Dress Code Penalty Deduct five (5) points when dress code is not followed.					
Final Score	/100 max.				
Objective Test Score (To be used in the event of a tie.)					

Name(s): _____

School: _____ State: _____

Judge's Signature: _____ Date: _____

Judge's Comments:



HUMAN RESOURCE MANAGEMENT

Performance Rating Sheet

Final Round

Evaluation Item	Not Demonstrated	Does Not Meet Expectations	Meets Expectations	Exceeds Expectations	Points Earned
Content					
Problem is understood and well defined	0	1-7	8-14	15-20	
Alternatives are recognized with pros and cons stated and evaluated	0	1-5	6-10	11-15	
Logical solution is selected with positive and negative aspects of its implementation given	0	1-5	6-10	11-15	
Management's decision is clear	0	1-5	6-10	11-15	
Delivery					
Thoughts and statements are well organized and clearly stated; appropriate business language used	0	1-5	6-10	11-15	
Participant(s) show self-confidence, poise, and good voice projection	0	1-3	4-7	8-10	
Demonstrates the ability to effectively answer questions	0	1-3	4-7	8-10	
Subtotal					/100 max.
Dress Code Penalty Deduct five (5) points when dress code is not followed.					
Final Score					/100 max.
Objective Test Score (To be used in the event of a tie.)					

Name(s): _____

School: _____ State: _____

Judge's Signature: _____ Date: _____

Judge's Comments:



IMPROMPTU SPEAKING

Performance Rating Sheet

Preliminary Round

Final Round

Evaluation Item	Not Demonstrated	Does Not Meet Expectations	Meets Expectations	Exceeds Expectations	Points Earned
Content					
Relation to the topic	0	1-5	6-10	11-15	
Purpose clearly stated	0	1-3	4-7	8-10	
Suitability and accuracy of statements	0	1-3	4-7	8-10	
Organization					
Topic adequately developed	0	1-5	6-10	11-15	
Logical sequence of ideas	0	1-3	4-7	8-10	
Accomplishment of purpose	0	1-3	4-7	8-10	
Delivery					
Thoughts and statements are well organized and clearly stated; appropriate business language used	0	1-3	4-7	8-10	
Participant(s) demonstrate self confidence, poise, and good voice projection	0	1-3	4-7	8-10	
Extent to which speech was sincere, interesting, clear, creative, convincing, and concise	0	1-3	4-7	8-10	
Subtotal					/100 max.
Time Penalty Deduct five (5) points for presentation under 3:31 or over 4:29 minutes. Time: _____					
Dress Code Penalty Deduct five (5) points when dress code is not followed.					
Final Score					/100 max.

Name: _____

School: _____ State: _____

Judge's Signature: _____ Date: _____

Judge's Comments:



INTERNET APPLICATION PROGRAMMING

Production Rating Sheet

Evaluation Item	Not Demonstrated	Does Not Meet Expectations	Meets Expectations	Exceeds Expectations	Points Earned
Page Layout and Design					
Fonts, colors, and graphics enhance aesthetic appeal	0	1-3	4-7	8-10	
Site uses innovative technology tools and enhancements effectively	0	1-5	6-10	11-15	
Content					
Effectiveness of site	0	1-3	4-7	8-10	
Solution adequately addresses assigned topic	0	1-5	6-10	11-15	
Application Design					
Form fields are validated	0	1-5	6-10	11-15	
Application optimized for speed	0	1-3	4-7	8-10	
Transaction data is appropriately prepared for assigned topic	0	1-3	4-7	8-10	
Results					
Program was error free	0	1-3	4-7	8-10	
The program handled user and/or data input errors well	0	1-5	6-10	11-15	
Program functioned as required and meets requirements	0	1-7	8-14	15-20	
Resulting outputs, screens, and messages were useful and correct	0	1-7	8-14	15-20	
Subtotal					/150 max.
Penalty Points Deduct five (5) points for not adhering to Guidelines.					
<input type="checkbox"/> 2 copies of media not received <input type="checkbox"/> Statement of Assurance not received <input type="checkbox"/> media labeled incorrectly _____					
Total Points					/150 max.

Name: _____

School: _____ State: _____

Judge's Signature: _____ Date: _____

Judge's Comments:



INTERNET APPLICATION PROGRAMMING

Performance Rating Sheet

Preliminary Round Final Round

Evaluation Item	Not Demonstrated	Does Not Meet Expectations	Meets Expectations	Exceeds Expectations	Points Earned
Content					
Description of the problem	0	1-2	3-4	5	
Description of the planning process used to design the program	0	1-3	4-7	8-10	
Description of program documentation	0	1-3	4-7	8-10	
Description of input/output and program parameters	0	1-5	6-10	11-15	
Description of how the program flows	0	1-7	8-14	15-20	
Description of program structures	0	1-5	6-10	11-15	
Description of the usefulness of the program	0	1-2	3-4	5	
Delivery					
Thoughts and statements are well-organized and clearly stated; appropriate business language used	0	1-2	3-4	5	
Participant demonstrates self-confidence, poise, and good voice projection	0	1-2	3-4	5	
Demonstrates the ability to effectively answer questions	0	1-3	4-7	8-10	
Subtotal					/100 max.
Time Penalty Deduct five (5) points for presentation over seven (7) minutes. Time: _____					
Dress Code Penalty Deduct five (5) points when dress code is not followed. _____					
Total Performance Score	_____ x 30% =				
Prejudged Program Score	_____ x 70% =				
Final Score					/135 max.

Name: _____

School: _____ State: _____

Judge's Signature: _____ Date: _____

Judge's Comments:



JOB INTERVIEW

Interview Rating Sheet

Preliminary Round

Evaluation Item	Not Demonstrated	Does Not Meet Expectations	Meets Expectations	Exceeds Expectations	Points Earned
Professional Presentation					
Professional appearance (meets dress code requirements)	0	1-2	3-4	5	
Proper greeting, introduction, and closing	0	1-2	3-4	5	
Poise, maturity, and attitude	0	1-3	4-7	8-10	
Self-confidence, initiative, and assertiveness	0	1-3	4-7	8-10	
Interview					
Demonstrates the ability to understand and respond to interview questions	0	1-3	4-7	8-10	
Illustrates adequate qualifications for the position	0	1-7	8-14	15-20	
Possesses career knowledge about the position	0	1-3	4-7	8-10	
Justifies career plans	0	1-3	4-7	8-10	
Application Materials					
Effectiveness of application materials (resume and letter of application)	0	1-3	4-7	8-10	
Effectiveness of job application	0	1-3	4-7	8-10	
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:



JOB INTERVIEW

Interview Rating Sheet

Final Round

Evaluation Item	Not Demonstrated	Does Not Meet Expectations	Meets Expectations	Exceeds Expectations	Points Earned
Professional Presentation					
Professional appearance (meets dress code requirements)	0	1-3	4-7	8-10	
Proper greeting, introduction, and closing	0	1-2	3-4	5	
Poise, maturity, and attitude	0	1-3	4-7	8-10	
Self-confidence, initiative, and assertiveness	0	1-3	4-7	8-10	
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	1-7	8-14	15-20	
Possesses career knowledge about the position	0	1-5	6-10	11-15	
Justifies career plans	0	1-5	6-10	11-15	
Subtotal					/100 max.
Application Materials (During final round, this score is considered only to break a tie.)					
Final Score					/100 max.

Name: _____

School: _____ State: _____

Judge's Signature: _____ Date: _____

Judge's Comments:



LOCAL CHAPTER ANNUAL BUSINESS REPORT

Report Rating Sheet

Evaluation Item	Not Demonstrated	Does Not Meet Expectations	Meets Expectations	Exceeds Expectations	Points Earned
Chapter Profile					
Letter to chapter membership (stockholders)	0	1-2	3-4	5	
Chapter Information Included • Number of members • Size of school and community • When and where the chapter was organized	0	1-2	3-4	5	
Productivity					
Recruitment of members and chapters	0	1-2	3-4	5	
Leadership development for officers and members	0	1-3	4-7	8-10	
Preparation of students for business careers	0	1-2	3-4	5	
Service to the school and community	0	1-3	4-7	8-10	
Cooperation with business, professional, and service groups	0	1-2	3-4	5	
Participation in public relations and activities	0	1-2	3-4	5	
Support of FBLA-PBL national and state projects	0	1-2	3-4	5	
Attendance and participation at state and nationally sponsored conferences	0	1-2	3-4	5	
Recognition					
For FBLA competitive events and activities	0	1-2	3-4	5	
For school, community, business, and industry activities	0	1-2	3-4	5	
Businesslike Procedures					
Chapter management and organization	0	1-2	3-4	5	
Financial development, including fund-raising and financial statement	0	1-2	3-4	5	
Format of Report					
Clear and concise presentation with logical arrangement of information following the rating sheet categories	0	1-3	4-7	8-10	
Correct grammar, punctuation, spelling, and acceptable business style	0	1-2	3-4	5	
Design and graphics	0	1-2	3-4	5	
Subtotal					/100 max.
Penalty Points: Deduct five (5) points each for not adhering to Report Guidelines (maximum of twenty [20] points): <input type="checkbox"/> cover incorrect <input type="checkbox"/> missing table of contents & page numbers <input type="checkbox"/> binding incorrect <input type="checkbox"/> over thirty (30) pages, pasted items <input type="checkbox"/> no page numbers in report <input type="checkbox"/> 2 copies of report not received <input type="checkbox"/> report format does not follow rating sheet _____					
Total Points					/100 max.

School: _____ State: _____

Judge's Signature: _____ Date: _____

Judge's Comments:



MANAGEMENT ANALYSIS & DECISION MAKING

Performance Rating Sheet

Final Round

Evaluation Item	Not Demonstrated	Does Not Meet Expectations	Meets Expectations	Exceeds Expectations	Points Earned
Content					
Problem is understood and well defined	0	1-7	8-14	15-20	
Alternatives are recognized with pros and cons stated and evaluated	0	1-5	6-10	11-15	
Logical solution is selected with positive and negative aspects of its implementation given	0	1-5	6-10	11-15	
Management's decision is clear	0	1-5	6-10	11-15	
Delivery					
Thoughts and statements are well organized and clearly stated; appropriate business language used	0	1-5	6-10	11-15	
Participant(s) show self-confidence, poise, and good voice projection	0	1-3	4-7	8-10	
Demonstrates the ability to effectively answer questions	0	1-3	4-7	8-10	
Subtotal					/100 max.
Dress Code Penalty Deduct five (5) points when dress code is not followed.					
Final Score					/100 max.
Objective Test Score (To be used in the event of a tie.)					

Name(s): _____

School: _____ State: _____

Judge's Signature: _____ Date: _____

Judge's Comments:



MARKETING ANALYSIS & DECISION MAKING

Performance Rating Sheet

Final Round

Evaluation Item	Not Demonstrated	Does Not Meet Expectations	Meets Expectations	Exceeds Expectations	Points Earned
Content					
Problem is understood and well defined	0	1-7	8-14	15-20	
Alternatives are recognized with pros and cons stated and evaluated	0	1-5	6-10	11-15	
Logical solution is selected with positive and negative aspects of its implementation given	0	1-5	6-10	11-15	
Management's decision is clear	0	1-5	6-10	11-15	
Delivery					
Thoughts and statements are well organized and clearly stated; appropriate business language used	0	1-5	6-10	11-15	
Participant(s) show self-confidence, poise, and good voice projection	0	1-3	4-7	8-10	
Demonstrates the ability to effectively answer questions	0	1-3	4-7	8-10	
Subtotal	/100 max.				
Dress Code Penalty Deduct five (5) points when dress code is not followed.					
Final Score	/100 max.				
Objective Test Score (To be used in the event of a tie.)					

Name(s): _____

School: _____ State: _____

Judge's Signature: _____ Date: _____

Judge's Comments:



NETWORK DESIGN

Performance Rating Sheet

Final Round

Evaluation Item	Not Demonstrated	Does Not Meet Expectations	Meets Expectations	Exceeds Expectations	Points Earned
Content					
Described the situation	0	1-3	4-7	8-10	
Resolved problem	0	1-3	4-7	8-10	
Used correct terminology	0	1-5	6-10	11-15	
Presented an effective strategy	0	1-10	11-20	21-25	
Technology					
System appropriate for size of business	0	1-5	6-10	11-15	
Technology is currently available	0	1-3	4-7	8-10	
Future needs are considered	0	1-3	4-7	8-10	
Meets the needs of the company	0	1-5	6-10	11-15	
Delivery					
Thoughts and statements are well organized and clearly stated; appropriate business language used	0	1-3	4-7	8-10	
Team members show self-confidence, poise, and good voice projection	0	1-3	4-7	8-10	
All team members participate actively during the presentation	0	1-3	4-7	8-10	
Demonstrates the ability to effectively answer questions	0	1-3	4-7	8-10	
Subtotal					/150 max.
Time Penalty Deduct five (5) points for presentations over seven (7) minutes. Time:					
Dress Code Penalty Deduct five (5) points when dress code is not followed.					
Final Score					/150 max.
Objective Test Score (To be used in the event of a tie.)					

Name(s): _____

School: _____ State: _____

Judge's Signature: _____ Date: _____

Judge's Comments:



PARLIAMENTARY PROCEDURE

Performance Rating Sheet

Motions: Full value should be given for correctly handling the following actions on motions. For instance, if a motion does not require a second and the team handles this correctly, full credit should be given.

Motions: (M)ain, (S)ubsidiary, (P)rivileged, (I)ncidental, (B)ring Again

						Value	Score
Motions	M	S	P	I	B		
Made						5	
Seconded						5	
Stated						5	
Debate/no debate						5	
Put to vote						5	
Vote result announced						5	
Motions Performance Subtotal							
Business of the Meeting							
Problem quality (concise, complete, clear, germane)						15	
Directions followed						5	
Other business quality						10	
Business of the Meeting Performance Subtotal							
General Parliamentary Procedure							
Proper order of business						10	
Proper use of parliamentary terms						10	
Clarity of expression and voice projection						5	
Impartiality of presiding official						5	
Initiative of members						5	
Poise, dignity, and appearance						5	
General Parliamentary Procedure Performance Subtotal							
Subtotal						/100 max.	
Time Penalty Deduct one (1) point per full half minute under 8:31 minutes or over 11:29 minutes. Time:							
Dress Code Penalty Deduct five (5) points when dress code is not followed.							
Final Score						/100 max.	
Objective Test Score (To be used in the event of a tie.)							

Name(s): _____

School(s): _____

State: _____

Judge's Signature: _____ Date: _____

Judge's Comments:



PUBLIC SPEAKING
Performance Rating Sheet

Preliminary Round

Final Round

Evaluation Item	Not Demonstrated	Does Not Meet Expectations	Meets Expectations	Exceeds Expectations	Points Earned
Content					
Relation to FBLA-PBL goals	0	1-5	6-10	11-15	
Purpose clearly stated	0	1-3	4-7	8-10	
Suitability and accuracy of statements	0	1-2	3-4	5	
Organization					
Topic adequately developed	0	1-5	6-10	11-15	
Logical sequence of ideas	0	1-3	4-7	8-10	
Accomplishment of purpose	0	1-3	4-7	8-10	
Delivery					
Participant(s) demonstrate self-confidence, poise, and good voice projection	0	1-3	4-7	8-10	
Appropriate gestures and eye contact		1-2	3-4	5	
Thoughts and statements are well organized and clearly stated; appropriate business language used	0	1-3	4-7	8-10	
Extent to which speech was sincere, interesting, clear, creative, convincing, and concise	0	1-3	4-7	8-10	
Subtotal					/100 max.
Time Penalty Deduct five (5) points for presentation under 4:31 or over 5:29 minutes. Time: _____					
Dress Code Penalty Deduct five (5) points when dress code is not followed.					
Final Score					/100 max.

Name: _____

School: _____ State: _____

Judge's Signature: _____ Date: _____

Judge's Comments:



SALES PRESENTATION

Performance Rating Sheet

Preliminary Round

Final Round

Evaluation Item	Not Demonstrated	Does Not Meet Expectations	Meets Expectations	Exceeds Expectations	Points Earned
Approach					
Suitable opening, statement, or remark	0	1-2	3-4	5	
Direct customer's attention to merchandise	0	1-2	3-4	5	
Product Presentation					
Questions involved customer	0	1-3	4-7	8-10	
Analyze and determine customer needs	0	1-3	4-7	8-10	
Interest in customer as an individual	0	1-3	4-7	8-10	
Adequate knowledge of product features	0	1-3	4-7	8-10	
Create interest and desire for product	0	1-3	4-7	8-10	
Benefits matched to customer needs	0	1-3	4-7	8-10	
Suggestion Selling					
Suggestion selling effectively used	0	1-3	4-7	8-10	
Handling Objections					
Welcome and listen to all objectives	0	1-2	3-4	5	
Closing					
Take advantage of customer reactions	0	1-2	3-4	5	
Handle and overcome objections with respect	0	1-2	3-4	5	
Sale effectively closed	0	1-2	3-4	5	
Total Points					/100 max.
Dress Code Penalty Deduct five (5) points when dress code is not followed.					
Final Score					/100 max.

Name: _____

School: _____ State: _____

Judge's Signature: _____ Date: _____

Judge's Comments:



SMALL BUSINESS MANAGEMENT PLAN

Report Rating Sheet

Evaluation Item	Not Demonstrated	Does Not Meet Expectations	Meets Expectations	Exceeds Expectations	Points Earned
Content					
Executive Summary • Convinces reader business concept is sound and has a reasonable chance of success • Is concise and effectively written	0	1–7	8–14	15–20	
Company Description • Legal form of business • Effective date of business • Company mission statement/vision • Company governance • Company location(s) • Immediate development goals • Overview of company’s financial status	0	1–5	6–10	11–15	
Industry Analysis • Description of industry (size, growth rates, nature of competition, history) • Trends and strategic opportunities within industry	0	1–5	6–10	11–15	
Target Market • Target market defined (size, growth potential, needs) • Effective analysis of market’s potential, current patterns, and sensitivities	0	1–5	6–10	11–15	
Competition • Key competitors identified • Effective analysis of competitors’ strengths and weaknesses • Potential future competitors • Barriers to entry for new competitors identified	0	1–5	6–10	11–15	
Marketing Plan and Sales Strategy • Key message to be communicated identified • Options for message delivery identified and analyzed • Sales procedures and methods defined	0	1–5	6–10	11–15	
Operations • Business facilities described • Production plan defined and analyzed • Workforce plan defined and analyzed • Impact of technology	0	1–5	6–10	11–15	
Management and Organization • Key employees/principals identified and described • Board of directors, advisory committee, consultants, and other human resources identified and described • Plan for identifying, recruiting, and securing key participants described • Compensation and incentives plan	0	1–5	6–10	11–15	

(continued on next page)

Long-term Development • Long-term goals identified and documented • Risks and potential adverse results identified and analyzed • Strategy in place to take business toward long-term goals	0	1–5	6–10	11–15	
Financials • Type of accounting system to be used is identified • Financial projections, including monthly cash flow projections, are identified and reasonable • Financial assumptions clearly identified	0	1–7	8–14	15– 20	
Supporting Documents • May include works cited page, certifications, licenses, tax requirements, codes, technical descriptions, advance contracts, endorsements, etc.	0	1–5	6–10	11–15	
Format					
Clear and concise presentation with logical arrangements of information	0	1–3	4–7	8–10	
Creativity of written presentation, design, and graphics	0	1–2	3–4	5	
Correct grammar, punctuation, spelling, and acceptable business style	0	1–3	4–7	8–10	
Subtotal				/200 max.	
Penalty Points: Deduct five (5) points each for not adhering to Report Guidelines (maximum of twenty [20] points): <input type="checkbox"/> cover incorrect <input type="checkbox"/> missing table of contents & page numbers <input type="checkbox"/> binding incorrect <input type="checkbox"/> over thirty (30) pages, pasted items <input type="checkbox"/> no page numbers in report <input type="checkbox"/> 2 copies of report not received <input type="checkbox"/> report format does not follow rating sheet _____					
Total Points				/200 max.	

Name(s): _____

School: _____ State: _____

Judge's Signature: _____ Date: _____

Judge's Comments:



SMALL MANAGEMENT BUSINESS PLAN

Performance Rating Sheet

Preliminary Round Final Round

Evaluation Item	Not Demonstrated	Does Not Meet Expectations	Meets Expectations	Exceeds Expectations	Points Earned
Content					
Description of project development and strategies used to implement project	0	1-8	9-18	19-25	
Underlying assumptions explained and supported	0	1-3	4-7	8-10	
Risks and potential adverse results identified, analyzed, and planned for	0	1-5	6-10	11-15	
All aspects of the plan effectively presented	0	1-5	6-10	11-15	
Student evaluation of project effectiveness	0	1-3	4-7	8-10	
Delivery					
Thoughts and statements are well organized and clearly stated	0	1-3	4-7	8-10	
Participant(s) demonstrate self-confidence, poise, assertiveness, and good diction	0	1-2	3-4	5	
Demonstrates the ability to effectively answer questions	0	1-3	4-7	8-10	
Subtotal	/100 max.				
Time Penalty Deduct five (5) points for presentation over seven (7) minutes. Time:					
Dress Code Penalty Deduct five (5) points when dress code is not followed.					
Total Points	/100 max.				
Report Score	/200 max.				
Final Score (add total points and report score)	/300 max.				

Name(s): _____

School: _____ State: _____

Judge's Signature: _____ Date: _____

Judge's Comments:



STATE CHAPTER ANNUAL BUSINESS REPORT

Report Rating Sheet

Evaluation Item	Not Demonstrated	Does Not Meet Expectations	Meets Expectations	Exceeds Expectations	Points Earned
Chapter Profile					
<ul style="list-style-type: none"> • Letter to chapter membership (stockholders) • Number of members • Size of state chapter • When and how the chapter was organized 	0	1-3	4-7	8-10	
Productivity					
Recruitment of members and chapters	0	1-2	3-4	5	
State officer assistance to local chapters	0	1-2	3-4	5	
Preparation of state and local officers for their duties	0	1-3	4-7	8-10	
Cooperation with business, professional, and service groups within the community	0	1-2	3-4	5	
Participation in public relations activities and newsletter preparation	0	1-3	4-7	8-10	
Development and promotion of FBLA-PBL state projects	0	1-3	4-7	8-10	
Support of FBLA-PBL national projects	0	1-2	3-4	5	
Implementation of state leadership conferences	0	1-2	3-4	5	
Attendance and participation at conferences sponsored by the association	0	1-2	3-4	5	
Businesslike Procedures					
Chapter management and organization	0	1-2	3-4	5	
Financial development, including fund-raising and financial statement	0	1-2	3-4	5	
Format of Report					
Clear and concise presentation with logical arrangement of information following the rating sheet categories	0	1-3	4-7	8-10	
Correct grammar, punctuation, spelling, and acceptable business style	0	1-2	3-4	5	
Design and graphics	0	1-2	3-4	5	
Subtotal	/100 max.				
Penalty Points: Deduct five (5) points each for not adhering to Report Guidelines (maximum of twenty [20] points): <input type="checkbox"/> cover incorrect <input type="checkbox"/> missing table of contents & page numbers <input type="checkbox"/> binding incorrect <input type="checkbox"/> over thirty (30) pages, pasted items <input type="checkbox"/> no page numbers in report <input type="checkbox"/> 2 copies of report not received <input type="checkbox"/> report format does not follow rating sheet _____					
Total Points	/100 max.				

State: _____

Judge's Signature: _____ Date: _____

Judge's Comments:



WEB SITE DEVELOPMENT

Production Rating Sheet

Evaluation Item	Not Demonstrated	Does Not Meet Expectations	Meets Expectations	Exceeds Expectations	Points Earned
Page Layout and Design					
Fonts, colors, and graphics enhance aesthetic appeal	0	1-7	8-14	15-20	
Format is consistent and appropriate	0	1-3	4-7	8-10	
Graphic design shows creativity, originality, and supports theme	0	1-7	8-14	15-20	
Site uses innovative technology tools and enhancements effectively (i.e., streaming video/audio, flash, animation, etc.)	0	1-3	4-7	8-10	
Site Navigation					
All links are functional	0	1-3	4-7	8-10	
Links are consistent and support theme	0	1-3	4-7	8-10	
Navigational scheme is logical and effective	0	1-3	4-7	8-10	
Content					
Effectiveness of site	0	1-10	11-20	21-30	
Theme fully and effectively developed; solution adequately addresses assigned topic	0	1-10	11-20	21-30	
Technical					
Proper use of grammar, spelling, punctuation, etc.	0	1-7	8-14	15-20	
Site is compatible with multiple browsers	0	1-3	4-7	8-10	
Copyright laws have been followed, permissions are cited on the Web site, and the use of templates identified at the bottom of the home page	0	1-7	8-14	15-20	
Total Points					/200 max.

Name(s): _____

School: _____ State: _____

Judge's Signature: _____ Date: _____

Judge's Comments:



WEB SITE DEVELOPMENT

Performance Rating Sheet

Preliminary Round

Final Round

Evaluation Item	Not Demonstrated	Does Not Meet Expectations	Meets Expectations	Exceeds Expectations	Points Earned
Content					
Development of the topic in the presentation	0	1-3	4-7	8-10	
Development and design process	0	1-7	8-14	15-20	
Use and the implementation of innovative technology	0	1-7	8-14	15-20	
Use and development of media elements (graphics, video, audio, etc.)	0	1-7	8-14	15-20	
Proper documentation of pictures, audio, etc.	0	1-3	4-7	8-10	
Delivery					
Thoughts and statements are well organized and clearly stated; appropriate business language used	0	1-3	4-7	8-10	
Participants show self-confidence, poise, and good voice projection	0	1-2	3-4	5	
Demonstrates the of ability to effectively answer questions	0	1-2	3-4	5	
Subtotal					/100 max.
Time Penalty Deduct five (5) points for presentations over five (5) minutes. Time:					
Dress Code Penalty Deduct five (5) points when dress code is not followed.					
Total Points					/100 max.
Prejudged Score					/200 max.
Final Score (add total points and prejudged score)					/300 max.

Name(s): _____

School: _____ State: _____

Judge's Signature: _____ Date: _____

Judge's Comments:

