



PBL FUTURE BUSINESS EXECUTIVE

Interview Rating Sheet

Preliminary Round

| Evaluation Item | Not Demonstrated | Does Not Meet Expectations | Meets Expectations | Exceeds Expectations | Points Earned |
|-----------------------------------------------------------------------------------|------------------|----------------------------|--------------------|----------------------|------------------|
| Interview | | | | | |
| Demonstrates poise, maturity, and a professional attitude | 0 | 1-3 | 4-7 | 8-10 | |
| Demonstrates self-confidence, initiative, and assertiveness | 0 | 1-2 | 3-4 | 5 | |
| Demonstrates the ability to effectively answer questions | 0 | 1-3 | 4-7 | 8-10 | |
| Demonstrates a proper greeting, introduction, and closing | 0 | 1-2 | 3-4 | 5 | |
| Demonstrates professionalism | 0 | 1-3 | 4-7 | 8-10 | |
| Comments | | | | | |
| Leadership Ability | | | | | |
| Explains participation and leadership in PBL | 0 | 1-5 | 6-10 | 11-15 | |
| Explains participation in other school and/or community organizations | 0 | 1-5 | 6-10 | 11-15 | |
| Explains and shows areas of outstanding achievement | 0 | 1-5 | 6-10 | 11-15 | |
| Indicates understanding of career field and outlines career plans | 0 | 1-5 | 6-10 | 11-15 | |
| Comments | | | | | |
| Subtotal | | | | | /100 max. |
| Dress Code Penalty Deduct five (5) points when dress code is not followed. | | | | | |
| Penalty Deduct five (5) points for failure to fully follow the guidelines. | | | | | |
| Application Materials Score (prejudged) | | | | | /50 max. |
| Objective Test Score | | | | | /100 max. |
| Final Score | | | | | /250 max. |

Name(s): _____

School: _____ State: _____

Judge's Signature: _____ Date: _____

Judge's Comments:



PBL FUTURE BUSINESS EXECUTIVE

Interview Rating Sheet

Final Round

| Evaluation Item | Not Demonstrated | Does Not Meet Expectations | Meets Expectations | Exceeds Expectations | Points Earned |
|-----------------------------------------------------------------------------------|------------------|----------------------------|--------------------|----------------------|------------------|
| Interview | | | | | |
| Demonstrates poise, maturity, and a professional attitude | 0 | 1-3 | 4-7 | 8-10 | |
| Demonstrates self-confidence, initiative, and assertiveness | 0 | 1-2 | 3-4 | 5 | |
| Demonstrates the ability to effectively answer questions | 0 | 1-3 | 4-7 | 8-10 | |
| Demonstrates a proper greeting, introduction, and closing | 0 | 1-2 | 3-4 | 5 | |
| Demonstrates professionalism | 0 | 1-3 | 4-7 | 8-10 | |
| Comments | | | | | |
| Leadership Ability | | | | | |
| Explains participation and leadership in PBL | 0 | 1-5 | 6-10 | 11-15 | |
| Explains participation in other school and/or community organizations | 0 | 1-5 | 6-10 | 11-15 | |
| Explains and shows areas of outstanding achievement | 0 | 1-5 | 6-10 | 11-15 | |
| Indicates understanding of career field and outlines career plans | 0 | 1-5 | 6-10 | 11-15 | |
| Comments | | | | | |
| Subtotal | | | | | /100 max. |
| Dress Code Penalty Deduct five (5) points when dress code is not followed. | | | | | |
| Penalty Deduct five (5) points for failure to fully follow the guidelines. | | | | | |
| Final Score | | | | | /100 max. |

Name(s): _____

School: _____ State: _____

Judge's Signature: _____ Date: _____

Judge's Comments:



PBL FUTURE BUSINESS EXECUTIVE

Interview Materials Rating Sheet

| Evaluation Item | Not Demonstrated | Does Not Meet Expectations | Meets Expectations | Exceeds Expectations | Points Earned |
|-------------------------------------------------------------------------------------------------------------|------------------|----------------------------|--------------------|----------------------|-----------------|
| Cover Letter | | | | | |
| States job for which applying | 0 | 2 | 3 | 4 | |
| Promotes self in letter. Lists skills, achievements, experience, etc. | 0 | 4 | 6 | 8 | |
| States that the résumé is included with the letter and asks for an interview | 0 | 2 | 3 | 4 | |
| Résumé | | | | | |
| Targets job listed on cover letter | 0 | 2 | 3 | 4 | |
| Professional Layout—categories can be found easily, white space utilized, professional fonts and font sizes | 0 | 4 | 6 | 8 | |
| Includes education, activities, and experience information | 0 | 4 | 6 | 8 | |
| Brief, concise information | | 2 | 3 | 4 | |
| Spelling and Grammar | | | | | |
| Documents are free of spelling, punctuation, and grammatical errors | 0 | 3 | 7 | 10 | |
| Subtotal | | | | | /50 max. |
| Penalty Deduct five (5) points for failure to follow guidelines. | | | | | |
| Total Points | | | | | /50 max. |

Name(s): _____

School: _____ State: _____

Judge's Signature: _____ Date: _____

Judge's Comments: