



PBL JOB INTERVIEW

Interview Rating Sheet

Preliminary Round

Final Round

Evaluation Item	Not Demonstrated	Does Not Meet Expectations	Meets Expectations	Exceeds Expectations	Points Earned
Professional Presentation					
Demonstrates appropriate nonverbal communication (eye contact, posture, facial expressions, body language, smile)	0	1–3	4–7	8–10	
Demonstrates a strong introduction (smile and handshake) and closing (thanks interviewer)	0	1–2	3–4	5	
Demonstrates self-confidence, takes initiative, and is enthusiastic	0	1–3	4–7	8–10	
Demonstrates professionalism	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	
Connects previous experience/activities with position's duties and skills necessary to succeed (realistic appraisal of self)	0	1–5	6–10	11–15	
Possess knowledge about the position and career field	0	1–3	4–7	8–10	
Demonstrates effective communication skills and uses appropriate grammar	0	1–5	6–10	11–15	
Participant asks questions that demonstrate interest in organization and understanding of position	0	1–3	4–7	8–10	
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.
Final Score					/150 max.

Name(s): _____

School: _____ State: _____

Judge's Signature: _____ Date: _____

Judge's Comments:



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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.

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