

Job Interview Scorecard

Name _____ Club _____

Age _____ Finish: _____
 Start: _____
 Total: _____

Job Position Applied For: _____

	Possible Score	Participant's Score
Appearance		
*Professional dress	25	
*Appropriately groomed/neat	25	
First Impression		
*Greeting	25	
*Introduction	25	
*Body language	25	
Responses to questions		
*Knowledge relayed	30	
*Abilities described & matched resume	20	
*Accurate	20	
*Effective and organized	20	
*Shared appropriate experiences	20	
*Quality of information	20	
*Consistent responses	20	
Communication Skills		
*Persuasive	20	
*Proper Grammar	15	
*Enunciation	15	
*Appropriate volume	15	
*Concise, avoided rambling	15	
*Confident	20	
*Sincere	15	
*Poise	20	
*Discretion/tact	15	
Conclusion		
*Posed appropriate questions to employer	25	
*Clarified next steps	25	
*Appropriate thanks and exit	25	
Total	500	
Total Scores: Cover Letter _____ Resume _____ Application _____ Interview _____		

FINAL RATING:

Top Blue _____ Blue _____ Red _____ White _____

Comments on the back

Judge's Signature: _____ Date: _____