



## 2021 Job Interview Scoresheet

Contest Portion	Evaluation	Points Possible
<b>Cover Letter</b>	Did the cover letter meet the one page maximum? Was it addressed & dated correctly? Is the information in the cover letter true & relevant to the position being applied? Did the cover letter create interest in the applicant? Was the letter grammatically correct & professional?	50
<b>Resume</b>	Did the resume not exceed two pages? Was the information & work experience non-fictitious & highlight the applicant's experience in a professional manner? Was the resume easy to read & follow?	50
<b>Application</b>	Was the information presented accurate? Were all the questions & required areas filled in correctly? Were the answers to the application grammatically correct?	25
<b>Preliminary Interview</b>	Did the applicant include their name, title, description and source of the position applied for? Did the applicant include desired qualifications and work experience needed for the position and how the contestant is best qualified for the job? Were other relevant personal characteristics and skills addressed?	75
<b>Follow Up Correspondence</b>	Did the applicant appropriately thank the interviewer? Was the letter grammatically correct & professional?	25
<b>Final Interview</b>	Was the applicant confident & able to relate their past experience to the position in which they are applying? Did the applicant seem knowledgeable about the position applied for & able to answer questions thoroughly?	75
<b>TOTAL POSSIBLE SCORE:</b>		300