

**JOB INTERVIEW RATING SHEET**

Name of participant: \_\_\_\_\_ State: \_\_\_\_\_

Job title: \_\_\_\_\_

Category:  Junior  Senior Consumer Homemaking  Senior Occupational

**Instructions:** Write in the appropriate rating under the "Score" column. Where information or evidence is missing, assign a "O." Total the points. Make comments to help participants identify their strengths and weaknesses.

| Evaluation Criteria   | Poor | Fair | Good | Very Good | Exc.  | Score | Comments |
|---|------|------|------|-----------|-------|-------|----------|
| <b>1. Interview</b><br>Attire suitable for a job interview/neatly groomed   | 1    | 2    | 3    | 4         | 5     |       |          |
| Verbal/nonverbal communication<br>• clarity of expression<br>• eye contact/good posture<br>• friendly, poised personality                 | 1-3  | 4-6  | 7-9  | 10-12     | 13-15 |       |          |
| Job knowledge<br>• ability to relate present skills to job<br>• ability to use portfolio to support understanding of job                  | 1-4  | 5-7  | 8-13 | 14-17     | 18-20 |       |          |
| Completion of job application   | 1    | 2    | 3    | 4         | 5     |       |          |
| <b>2. Portfolio</b><br>Completion of job specification sheet  | 1    | 2    | 3    | 4         | 5     |       |          |
| Business communication<br>• cover letter<br>• résumé<br>• letters of recommendation   | 1-4  | 5-7  | 8-13 | 14-17     | 18-20 |       |          |
| Understanding of job<br>• related cooperative learning<br>• related individual learning   | 1-3  | 4-6  | 7-9  | 10-12     | 13-15 |       |          |
| Employability skills/job skills<br>• applied home economics skills<br>• example of written work<br>• evidence of skills/talents/abilities | 1-3  | 4-6  | 7-9  | 10-12     | 13-15 |       |          |

Circle rating achieved:

Gold 90-100 points

Silver 70-89 points

Bronze 1-69 points

Evaluators: Please initial after rating event \_\_\_\_\_

Total \_\_\_\_\_

Verification of total score (please initial)

Room consultant \_\_\_\_\_

Lead consultant \_\_\_\_\_

Final verification \_\_\_\_\_