

JOB INTERVIEW SCORECARD – PAPERWORK

NAME	CHAPTER
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JOB INTERVIEW PAPERWORK	Pts. Poss.	Pts. Given
Job Interview Cover Letter <i>Submitted electronically prior to event</i>		
Format: Spacing Font Left Justification Addressed Correctly 1 page Correct paper (<i>white paper or cardstock</i>)	8	
Grammar/Punctuation/Spelling	6	
Content: Identified position sought Where learned of job Conveyed contact information Employability Identified next steps Meshed with resume and references	20	
General appearance: Overall impression Readability and flow	6	
Job Interview Resume <i>Submitted electronically prior to event</i>		
Format: Spacing Font 1 page Correct paper (<i>white paper or cardstock</i>)	6	
Content: Contact information Appropriate objective/position sought Relevant education Relevant experience & skills Identified achievements	22	
Grammar/Punctuation/Spelling	6	
General appearance: Overall impression Readability and flow	6	
Online Job Application <i>Submitted electronically prior to event</i>		
General Information	3	
Education	3	
Work Experience	3	
References	3	
Grammar/Punctuation/Spelling: Capitalization and abbreviations when appropriate	4	
Overall impression: Used n/a when appropriate Consistency, neatness	4	
<i>Job Description is optional and is not scored. Students should not be penalized for not including a description.</i>		
Grand Total* <i>See Job Interview Ranking Sheet</i>	Total Points Possible	100

Grand Total*

This score transfers to the Job Interview Ranking Sheet to determine rankings.