

JOB INTERVIEW SCORECARD - INTERVIEW

NAME	CHAPTER
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JOB INTERVIEW FACE-TO-FACE INTERVIEW	Pts. Poss.	Pts. Given
Appearance & First Impression		
Neat Appearance	10	
First Impression: Greeting, Introduction, Body Language	15	
Response to Questions		
Knowledge relayed & quality of information	30	
Abilities described & matched resume Accurate	10	
Convincing & organized Shared appropriate experiences Consistent responses	15	
Communication Skills		
Persuasive	10	
Proper grammar (e.g., avoids slang, uses professional language)	5	
Enunciation	5	
Appropriate volume	5	
Concise, avoided rambling	5	
Confident	10	
Sincere	5	
Poise	5	
Discretion/tact	5	
Conclusion		
Posed appropriate questions to employer	5	
Clarified next steps	5	
Appropriate thanks and exit	5	
Subtotal		
Enter all deductions as a negative number, e.g. -5		Official Dress Deductions*
Grand Total** See Job Interview Ranking Sheet	Total Points Possible	150

Official Dress Deductions*

If warranted, deductions for non-compliance with official dress guidelines will be determined by the contest chair and enforced equally by all judges. The chair may make a deduction of 0, 2, 5, 7, or 10 points.

Official Dress for an FFA member includes: 1. An official FFA jacket zipped to the top, 2. black slacks and black socks/nylons or black skirt and black nylons (*skirt should be a minimum of knee length and slacks should be full length*), 3. white collared blouse or white collared shirt, 4. official FFA tie or official FFA scarf, 5. black dress shoes with closed heel and toe.

Note: Medical or cultural adjustments to required official dress may be made with prior approval of contest/event chair. Also, appropriate personal protective equipment may be used with Official Dress.

Grand Total**

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