

## JOB INTERVIEW SCORECARD – PAPERWORK

NAME	CHAPTER
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JOB INTERVIEW PAPERWORK	Pts. Poss.	Pts. Given
<b>Job Interview Cover Letter</b> <i>Submitted electronically prior to event</i>		
<b>Format:</b> Spacing Font Left Justification Addressed Correctly 1 page Correct paper ( <i>white paper or cardstock</i> )	8	
<b>Grammar/Punctuation/Spelling</b>	6	
<b>Content:</b> Identified position sought Where learned of job Conveyed contact information Employability Identified next steps Meshed with resume and references	20	
<b>General appearance:</b> Overall impression Readability and flow	6	
<b>Job Interview Resume</b> <i>Submitted electronically prior to event</i>		
<b>Format:</b> Spacing Font 1 page Correct paper ( <i>white paper or cardstock</i> )	6	
<b>Content:</b> Contact information Appropriate objective/position sought Relevant education Relevant experience & skills Identified achievements	22	
<b>Grammar/Punctuation/Spelling</b>	6	
<b>General appearance:</b> Overall impression Readability and flow	6	
<b>Online Job Application</b> <i>Submitted electronically prior to event</i>		
<b>General Information</b>	3	
<b>Education</b>	3	
<b>Work Experience</b>	3	
<b>References</b>	3	
<b>Grammar/Punctuation/Spelling:</b> Capitalization and abbreviations when appropriate	4	
<b>Overall impression:</b> 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>		
<b>Grand Total*</b> <i>See Job Interview Ranking Sheet</i>	<b>Total Points Possible</b>	<b>100</b>

**Grand Total\***

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