

District III 4-H JOB INTERVIEW CONTEST SCORE SHEET

NAME _____ Age (as of Jan. 1) _____

COUNTY _____

POSITION SEEKING _____

- Junior Ages 8 - 10
- Intermediate Ages 11 - 13
- Senior Ages 14 - 18

INSTRUCTIONS: Write the appropriate rating in the "Score" column. Make comments to help participants identify their strengths and areas for improvement. Use the back of the sheet if necessary.

Evaluation Criteria	Poor	Fair	Good	Very Good	Excellent	Score	Comments
Job title and responsibilities clearly stated. (Bring 3 copies.)	1	2	3	4	5		
Business Communication:							
1. Resume (Bring 3 copies)	1 - 2	3 - 4	5 - 6	7 - 8	9 - 10		
2. Letters of Recommendation (Bring 3 copies)	1	2	3	4	5		
3. Cover Letter (Bring 3 copies)	1	2	3	4	5		
Understanding of Job:							
4. Related learning (school, 4-H, extra-curricular, work-based, etc.)	1	2	3	4	5		
5. Applicant shows understanding of the position responsibilities through related work experience.	1	2	3	4	5		
Employability/Job Skills							
6. Evidence of related work enhancing the participant's skills or research before interview.	1	2	3	4	5		
7. Evidence of skills/talents/abilities.	1	2	3	4	5		
Resume:							
8. Neat, legible, creative, correct grammar and spelling.	1 - 2	3 - 4	5 - 6	7 - 8	9 - 10		
Interview Presence:							
9. Neatly groomed; attire suitable for specific job.	1 - 2	3 - 4	5 - 6	7 - 8	9 - 10		
Verbal/Nonverbal Communication:							
10. Clarity of expression, eye contact, posture.	1	2	3	4	5		
11. Speech is clear and words are pronounced correctly.	1	2	3	4	5		
12. Friendly, poised, personable.	1	2	3	4	5		
Job Knowledge:							
13. Ability to relate present skills to job.	1	2	3	4	5		
14. Ability to use resume to support understanding of job.	1	2	3	4	5		
Questions:							
15. Ability to respond to question.	1 - 2	3 - 4	5 - 6	7 - 8	9 - 10		
						Total Score 100 points total	

Ribbon placing _____