

Interview Rating Sheet

Student Name

McKenzie Leonard

Rating Advanced = Applicant demonstrates excellent qualities in specific category Proficient = Applicant demonstrates good qualities in specific category Partially Proficient = Applicant demonstrates average qualities in category Not Proficient = Applicant demonstrates below average qualities in category Check the appropriate box:	Advanced	Proficient	Partially Proficient	Not Proficient	Total Points
Personal Appearance(Grooming and appropriate attire)	✓				
Proper greeting, introduction, and closing -good hand	✓				
Poise, maturity, and attitude -positive attitude shake and intro	✓				
Self-confidence, initiative, and assertiveness -more eye contact		✓			
Communication Skills		✓			
Career Knowledge and Career Plans	✓				
Qualifications for the job	✓				
Total Checks for each Column	5	2	0	0	
x Point Values	x 4	x 3	x 2	x 1	
Total Point Values	20	6	0	0	26
Letter of Application and Resume					
Clear and concise presentation of facts with logical arrangement	✓				Total Points
Correct grammar, punctuation, spelling, and acceptable style	✓				
Educational Background -expand on experience in letter		✓			
Total Checks for Each Column	2	1	0	0	
x Point Values	x 4	x 3	x 2	x 1	
Total Point Values	8	3	0	0	11