

High School _____
 College _____

Job Interview



Cover Letter Scorecard

Name: _____

Job: _____

Guidelines	Possible Score	Participant's Score
Format		
• Spacing	5	
• Appropriate Font	5	
• Structure	5	
• Addressed correctly	5	
Writing Skills		
• Grammar	5	
• Punctuation	5	
• Spelling	5	
Content		
• Identified position sought	5	
• Interest in position	10	
• Where learned of job	5	
• Appropriately conveyed contact	5	
• Employability	10	
• Identified next steps	5	
• Meshed with resume and references	5	
General appearances		
• Overall impression	10	
• Readability and flow	10	
Total	100	

High School _____ College _____

Job Interview



Resume Scorecard

Name: _____

Job: _____

Guidelines	Possible Score	Participant's Score
Format		
• Appropriate Font	5	
• Structure	10	
Content		
• Contact information	25	
• Education	25	
• Relevant Experience and Skills	25	
• Achievements and Honors	25	
• References	25	
Writing Skills		
• Grammar	6	
• Punctuation	6	
• Spelling	8	
General appearances		
• Overall impression	20	
• Readability and flow	20	
Total	200	

High School _____
College _____

Job Interview



Interview Scorecard

Name: _____

Job: _____

Guidelines	Possible Score	Participant's Score
Appearance		
• Professional dress	25	
• Appropriately groomed	25	
First Impression		
• Greeting	25	
• Introduction	25	
• Body language	25	
Response to questions		
• Knowledge relayed	30	
• Abilities described and matched resume	20	
• Accurate	20	
• Organized	20	
• Shared appropriate experiences	20	
• Quality of information	20	
• Consistent responses	20	
Communication Skills		
• Persuasive	25	
• Grammar	20	
• Enunciation	15	
• Appropriate volume	20	
• Concise, avoided rambling	15	
• Confident	30	
• Poise	20	
• Discretion/tact	20	
Conclusion		
• Posed appropriate questions to employer	30	
• Appropriate thanks and exit	30	
Total	500	