



4-H WORLD OF WORK

JOB APPLICATION & Interview --RATING SHEET



Student Name _____ County _____

ITEMS TO BE SCORED	POSSIBLE POINTS	FAIR	GOOD	EXCELLENT	POINTS EARNED
Application Form 45 pts.					
Neatness: Clean, No stray marks, stains, folds/tears; appropriate staple/clip	10				
Legibility: Easy to read, spelling, grammar	10				
Completeness: All sections acknowledged, no partial responses, followed directions	15				
Preparation: Appropriate responses, completed within the 15 minute limit	10				
The Job Interview 55 pts.					
Personal Appearance: Clean appropriate attire. Non-distracting makeup, perfume/cologne	5				
Non-Verbal Communication: Proper posture, firm handshake, pleasant eye contact, active stance	5				
Attitude & Personality: Sincerity, initiative, interest, compatability, courtesy, sense of humor	10				
Mannerisms: Maintained a dignified demeanor, controlled distracting mannerisms. No Gum.	5				
Handling Questions: Prepared to respond, confident, appropriate responses to unexpected/ difficult questions, provide specific examples	10				
Voice: Normal talking speed, appropriate volume, proper grammar and word choice, clarity, no excessive "uhs..." etc.	10				
Post-Interview: Applicant's manner and skill in terminating the interview	5				
Overall Performance: Asked appropriate questions, knowledge of job/company, all information consistent with application	5				

Final Score: _____

Ribbon Awarded (circle one):

Blue Red White No Award

Judges Comments: