

Job Applicant's Name \_\_\_\_\_ Date \_\_\_\_\_ Period \_\_\_\_\_

Position Being Applied For \_\_\_\_\_

## JOB INTERVIEW SCORE SHEET

<b>Directions:</b> Circle a score for each item below. Add up the total points in each column. Then add the columns together.	<b>Excellent</b>	<b>Good</b>	<b>Fair</b>	<b>Needs Improvement</b>	<b>Poor</b>
Firm handshake (not limp or too strong)	4	3	2	1	0
Introduction (eye contact, smile, says name)	4	3	2	1	0
Dressed appropriately for the job	4	3	2	1	0
Brought resume	4	3	2	1	0
Answer to question #1	4	3	2	1	0
Answer to question #2	4	3	2	1	0
Answer to question #3	4	3	2	1	0
Answer to question #4	4	3	2	1	0
Answer to question #5	4	3	2	1	0
Body language (sits up straight, eye contact, smiles, answers questions with enthusiasm, acts interested)	4	3	2	1	0
Ending the interview (shakes hand & thanks interviewer)	4	3	2	1	0
	Total:	Total:	Total:	Total:	Total:

Total of all columns: \_\_\_\_\_

Points Earned	What This Means	Scholars Grade
40 - 44	You are an excellent candidate for the job. You got the job!	A
35 - 39	You did a good job during the interview. You will be hired if other candidates don't score higher than you.	B
0 - 34	I hope you get along well with your family. You may be living with them for a long time.	C- F