

VIRTUAL JOB SEEKING SKILLS – Cover Letter & Resume Judge’s Rating Sheet

Section # _____ Judge’s Name _____
Competitor Name & # _____

Items Evaluated						JUDGE SCORE
<p>A. No partial points are given in Section A</p> <p>All items MUST be completed to receive 10 points.</p> <p>If any portion is missing, Section A is scored a 0.</p> <p>For more information on the all/none points, please visit: http://www.hosa.org/judge</p>	<p>Points for following Guidelines:</p> <p><input type="checkbox"/> Cover letter and resume are one page each</p> <p><input type="checkbox"/> Cover letter and resume are uploaded to Tallo by the published deadline</p> <p><input type="checkbox"/> Submitted in English</p> <p style="text-align: center;">All or nothing:</p> <p style="text-align: center;">10 points</p> <p style="text-align: center;">or</p> <p style="text-align: center;">0 points</p>					
B. Cover Letter	Excellent 5 points	Good 4 points	Average 3 points	Fair 2 points	Poor 1 point	JUDGE SCORE
<p>1. Organization</p>	Letter includes an organized introduction, body and conclusion paragraph. There is a proper salutation at the greeting with a precise contact name. The entire cover letter amounts to no more than one page in length.	Most of the organization is appropriate, but there are a few minor tweaks that could be made to make the cover letter flow better to the viewer.	Some of the organization is correct, but there are a couple major problems that are rather distracting to the viewer.	An attempt was made to organize the cover letter, but there are still significant problems that distract the viewer from reading it from top to bottom.	The cover letter has little to no organization, which could mean inconsistent fonts, no separation of paragraphs, or improper ordering of topics.	
<p>2. Content</p>	The content within the main parts of the cover letter includes the necessary information about the candidate (qualifications and strengths that pertain to the job, how they found the job, and how they will impact the company in the future). It makes for a great introduction to the resume.	A few minor pieces of content are missing that are crucial to make the cover letter top-notch.	A lot of the information is present, but a few major, relevant pieces are missing.	There are significant parts of the cover letter that are missing or are inserted improperly.	There is little to no content present in the cover letter. No effort was put forth in order to include the necessary information. It is missing all or almost all of the needed information about how they qualify for the job and their strengths pertaining to it, how they found the job, why they will be a good fit with the company.	
<p>3. Neatness, spelling, grammar</p>	There are no spelling or grammatical errors throughout the entire cover letter.	There are 1-2 minor misspellings or grammatical errors that will be easy to fix to make it appeal to the viewer.	There are 3-4 spelling or grammatical errors in the cover letter.	There are 5-6 spelling or grammatical errors present in the cover letter.	There are 7 or more spelling or grammatical errors in the cover letter.	

C. Resume	Excellent 10 points	Good 8 points	Average 6 points	Fair 4 points	Poor 2 points	JUDGE SCORE
1. Content/ organization The resume requirements include: <ul style="list-style-type: none"> • Personal information in the heading • Clearly stated career objective • Education • Work Experience • Activities and awards 	The candidate includes all five of the required components of the resume and organizes the document in a legible and professional manner. The resume flows smoothly, and action verbs are used to describe the candidate's strengths.	The candidate includes four of the five required content areas of the resume. The resume flows smoothly but lacks description of experience that allows the interviewer to gain a clear picture of the employment and educational history.	The candidate includes three of the five required content areas of the resume. Some action verbs were used to describe the candidate's strengths. Fair level of organization throughout the resume.	The required components may be included, but do not provide a clear description of the candidate's work or employment history. Little detail is provided.	The resume does not flow or have experience documented that would relate the candidate to the position	
Resume	Excellent 5 points	Good 4 points	Average 3 points	Fair 2 points	Poor 1 point	JUDGE SCORE
2. Neatness, spelling, grammar	There are no spelling or grammar errors throughout the entire resume.	There are 1-2 minor misspellings or grammatical errors that will be easy to fix to make it appeal to the viewer.	There are 3-4 spelling or grammatical errors in the resume.	There are 5-6 spelling or grammatical errors present in the resume.	There are 7 or more spelling or grammatical errors in the resume.	
Total Points (40):						

VIRTUAL JOB SEEKING SKILLS – Interview Judge’s Rating Sheet

Section # _____ Judge’s Name _____
Competitor Name & # _____ Division _____ SS _____ PSC _____

D. Interview	Excellent 10 points	Good 8 points	Average 6 points	Fair 4 points	Poor 2 points	JUDGE SCORE
1. Introduction/First impression	Greeting is excellent, engaged professionally with the interview upon arrival. Great first impression!	Greeting is good, but didn’t stand out amongst competition.	Greeting is appropriate.	Average greeting, conversation is not engaging or there was no conversation.	Poor first impression. Candidate did not try to engage with the interviewers.	
2. Content of answers Interviewers are looking for answers to the following criteria: <ul style="list-style-type: none"> • Candidate shows willingness to volunteer information • Responds appropriately to every question. • Relates strengths and skills for the job. • Sounds professional in choice of vocabulary and description of personal strengths. • Knowledgeable about the position and includes key roles and responsibilities as part of the answers. 	The candidate showcased each of the five criteria in their answers with ease and conviction. The responses left the interviewers wanting to know more about the experiences, strengths and skillsets of the candidate.	Most questions were answered honestly and thoughtfully using professional language and tone. The candidate covers 4 of the 5 interview answer criteria.	The candidate covers 3 of the 5 interview answer criteria but does not provide a clear picture of their work experience or strengths. .	Some questions were answered thoughtfully using professional language. The interview was underwhelming. Covers 2 or fewer of the 5 interview criteria. .	Most questions were answered inappropriately, didn’t elaborate on answers Covers 2 or fewer of the 5 interview criteria. .	
3. Confidence, maturity, enthusiasm	Candidate exhibited confidence throughout their interview. Genuine excitement for the pending position and conducted themselves with maturity. They would make a great employee!	The candidate was confident but not convincing. They were excited for the pending position but need a little more polish to be offered the position.	The candidate exhibited some level of confidence in his/her interviewing ability but seemed a little nervous.	The candidate appeared to be nervous and anxious about the interview. It was evident they were excited to be here; they just need more practice with interviews.	The candidate’s nerves got the best of them. They were not able to showcase their best work in the interview. Keep trying!	
4. Knowledge of Position Applied For	Candidate was knowledgeable about the position and related skills to the job, prepared and practiced interview questions and was prepared with company research. They answered all questions put forth by interviewer by showing confidence and understanding.	The candidate was mostly knowledgeable of the skills related to the job. They had researched the company and were able to answer most questions.	Student somewhat prepared with company research. Answered some of the questions from the interviewer. Some confidence	Student wasn’t aware of the position they were hiring for. They were unable to answer questions asked by the interviewer.	Student lacks preparedness of company research. Lacks confidence in speaking with the interviewer.	

Interview	Excellent 5 points	Good 4 points	Average 3 points	Fair 2 points	Poor 1 point	JUDGE SCORE
5. Closing	Candidate asked 2-3 questions that were relevant to the position, maintained composure throughout the interview, thanked the judges.	Candidate asked 1-2 relevant questions about the position. They remained professional throughout the interview.	Candidate asked a question about the position that may or may not have been relevant to the position or that was already addressed in the interview.	The candidate did not ask a question, or the question asked was not relevant to the position. They did not thank the interviewer.	Interview candidate did not ask any questions, did not maintain composure throughout the interview and forgot to thank the judges at the end of the interview.	
E. General Characteristics	Excellent 5 points	Good 4 points	Average 3 points	Fair 2 points	Poor 1 point	JUDGE SCORE
1. *Diction and **articulation	The candidate speaks clearly, enunciates words. Clear, crisp speech which is easy to hear and understand.	The candidate enunciates most words clearly and is easily understood.	The candidate speaks clearly, minimal instances when they mumble or do not enunciate their words.	The candidate mumbles some of the time and speaks at a low volume. The interviewer must ask the candidate to repeat themselves.	Candidate mumbles, speaks softly, and is hard to hear. Interviewer is unable to hear or understand all or part of the responses to the interview questions.	
	Excellent 10 points	Good 8 points	Average 6 points	Fair 4 points	Poor 2 points	JUDGE SCORE
2. Eye contact, poise and posture	The candidate displays comfortable eye contact, displays confidence in their demeanor; sits up straight throughout interview.	The candidate makes eye contact most of the time, sits up straight and conducts themselves with confidence.	The candidate displays some eye contact but looks down or to the side of the interviewers.	The candidate makes limited eye contact and does not display good posture.	The candidate does not make eye contact with the judges. They slouch during the interview.	
Total Points (60):						

*Diction – choice of words especially about correctness, clearness, or effectiveness

**Articulation - the act of giving utterance or expression