

**Job Interview CDE
Follow-up Correspondence Scorecard**

Name: _____ State: _____

Member #: _____

	Possible Score	Participant's Score
Format <ul style="list-style-type: none"> • Directed to appropriate person • Address/salutation appropriate • Level of formality appropriate 	10	
Content		
<ul style="list-style-type: none"> • Expressed appreciation 	5	
<ul style="list-style-type: none"> • Appropriate level of reiteration of qualities 	5	
<ul style="list-style-type: none"> • Re-expressed interest 	5	
<ul style="list-style-type: none"> • Provisions for follow-up stated 	5	
Grammar/punctuation/spelling	10	
Overall impression <ul style="list-style-type: none"> • Legible (including signature) • Appropriate length 	10	
Total	50	

Judge's Signature _____

Date: _____