

Job Interview CDE Personal Interview Scorecard

Name: _____

State: _____

Member #: _____

	Possible Score	Participant's Score
Appearance		
• Professional dress	25	
• Appropriately groomed/neat	25	
First impression		
• Greeting	25	
• Introduction	25	
• Body language	25	
Responses to questions		
• Knowledge relayed	30	
• Abilities described & matched resume	20	
• Accurate	20	
• Cogent & organized	20	
• Shared appropriate experiences	20	
• Quality of information	20	
• Consistent responses	20	
Communication skills		
• Persuasive	20	
• Proper grammar	15	
• Enunciation	15	
• Appropriate volume	15	
• Concise, avoided rambling	15	
• Confident	20	
• Sincere	15	
• Poise	20	
• Discretion/tact	15	
Conclusion		
• Posed appropriate questions to employer	25	
• Clarified next steps	25	
• Appropriate thanks and exit	25	
Total	500	

Judge's Signature _____

Date: _____