



FBLA FUTURE BUSINESS LEADER

Interview Rating Sheet

Final Round

(Mark one score per row AND write score in the Points Earned column. Use Tie Breaker column to add or subtract points to break ties.)

Expectation Item	Not Demonstrated		Below Expectations		Meets Expectations		Exceeds Expectations		Points Earned	Tie Breaker
	0	○	5	○	10	○	15	○		
Illustrates participation in and leadership experiences in FBLA	Has not been involved in FBLA other than to pay membership dues and attend one state/national conference		Has limited participation in FBLA activities OR has had limited FBLA leadership opportunities		Is able to communicate participation in FBLA throughout high school and discuss leadership experiences in FBLA		Is able to explain how participation and leadership experiences in FBLA have transferred to other areas of his/her life			
	0	○	5	○	10	○	15	○		
Explains participation in other school and/or community organizations	No evidence of participation in other school and/or community organizations		Participates in only one additional school and/or community organization other than FBLA		Explains participation in other school and/or community organizations		Is able to explain how participation in FBLA has complemented or enhanced other school and/or community organizations			
	0	○	5	○	10	○	15	○		
Explains and shows areas of outstanding achievement	No other achievements outside of FBLA		Has limited areas of outstanding achievement other than FBLA		Is able to explain and show areas of outstanding achievement		Is able to explain how participation in FBLA has complemented or enhanced other areas of outstanding achievement			
	0	○	5	○	10	○	15	○		
Indicates understanding of career knowledge and career plans	No career plans at this time		May have an idea for a career but has developed no solid plans OR obtained any career knowledge		Knows career plans and shows some evidence that the career knowledge has been obtained		Is able to discuss how the career plans were decided and how the plans will be achieved. Can also discuss how the career knowledge was acquired and how it will be used			
	0	○	5	○	10	○	15	○		

Professional Presentation Skills

Demonstrates proper greeting, introduction, and closing	Competitor does not use proper greeting, introduction, OR closing		Competitor's greeting, introduction, OR closing was weak		Competitor has strong greeting, introduction, AND closing		Competitor is creative in their introduction of themselves and asks for or provides follow-up action in the conclusion			
	0	○	5	○	10	○	15	○		
Demonstrates strong self-confidence, appropriate assertiveness, and enthusiasm	Competitor did not demonstrate self-confidence, assertiveness, OR enthusiasm		Competitor demonstrated minimal self-confidence, assertiveness, AND enthusiasm		Competitor used strong eye contact, appropriate assertiveness, AND enthusiasm		Competitor led the interview process and effectively used interview time			
	0	○	3	○	7	○	10	○		
Demonstrates proper verbal and nonverbal communication skills	Verbal AND nonverbal communication skills are inappropriate		Verbal and/or nonverbal communication skills are weak or distracting		All questions were clearly answered using good grammar and appropriate body language		Verbal communications skills are excellent; nonverbal communication is natural			
	0	○	3	○	7	○	10	○		

Application Materials

Student brought application materials to interview	No materials were brought			Materials were brought				
	0	○		5		○		
Interview Subtotal (100 max)								

Penalty Points (Mark all that apply)

Dress Code not followed	-5	○	Event Guidelines not followed	-5	○	Total Penalty	-	
Grand Total								

Name: _____

School: _____

State: _____

Judge's Signature: _____

Date: _____



FBLA FUTURE BUSINESS LEADER

Interview Materials Rating Sheet

(Mark one score per row **AND** write score in the Points Earned column. Use Tie Breaker column to add or subtract points to break ties.)

Cover Letter	Not Demonstrated		Below Expectations		Meets Expectations		Exceeds Expectations		Points Earned	Tie Breaker
States award applying for	No award stated		Award stated does not match qualification		States award and shows match of award to qualifications		States award and shows match of award to qualifications with demonstrated experience			
	0	<input type="radio"/>	2	<input type="radio"/>	3	<input type="radio"/>	4	<input type="radio"/>		
Promotes self in letter: Lists skills, achievements, volunteerism, experience, etc.	No promotion of self included		Describes skills and academic achievements, but no volunteerism or experience included		Describes skills, academic achievements, and volunteerism or experience		Describes skills, academic achievements, and multiple volunteerism or experiences			
	0	<input type="radio"/>	4	<input type="radio"/>	6	<input type="radio"/>	8	<input type="radio"/>		
States that the resume is included with the letter and asks for interview	No resume statement nor interview requested		States resume included but does not ask for interview		States resume is included and asks interview		States resume is included, asks for interview, provides opportunity to request more information			
	0	<input type="radio"/>	2	<input type="radio"/>	3	<input type="radio"/>	4	<input type="radio"/>		

Resume

Targets award on cover letter	No award targeted		Targeted award does not match cover letter		Targeted award matches cover letter		Resume supports targeted award on cover letter			
	0	<input type="radio"/>	2	<input type="radio"/>	3	<input type="radio"/>	4	<input type="radio"/>		
Reader friendly – categories can be found easily, white space utilized, professional fonts and font sizes	Resume is unreadable		Resume design is distracting		Resume is reader friendly		Resume is professional in design for targeted award			
	0	<input type="radio"/>	4	<input type="radio"/>	6	<input type="radio"/>	8	<input type="radio"/>		
Includes education, activities, and volunteerism or experience information	No education, activities, volunteerism, experience information listed		Two sections included		Three sections included		Three or more sections support targeted award			
	0	<input type="radio"/>	4	<input type="radio"/>	6	<input type="radio"/>	8	<input type="radio"/>		
Brief, concise information	Resume is longer than two pages		Information provided but in paragraph form		Sections are clearly identified with organized information		Clearly identified and organized information in each section supports targeted award			
	0	<input type="radio"/>	2	<input type="radio"/>	3	<input type="radio"/>	4	<input type="radio"/>		

Spelling & Grammar

Documents are free of spelling, punctuation, and grammatical errors	Three or more errors		Two errors		No spelling errors, and not more than 1 punctuation or grammatical error		No spelling or grammatical errors, and not more than 1 punctuation error			
	0	<input type="radio"/>	3	<input type="radio"/>	7	<input type="radio"/>	10	<input type="radio"/>		
Interview Materials Subtotal (50 max)										

Penalty Points (Mark all that apply)

Event Guidelines not followed	-5	<input type="radio"/>	Total Penalty	-	
			Grand Total		

Name: _____

School: _____

State: _____

Judge's Signature: _____

Date: _____



FBLA FUTURE BUSINESS LEADER

Interview Rating Sheet

Preliminary Round

(Mark one score per row **AND** write score in the Points Earned column. Use Tie Breaker column to add or subtract points to break ties.)

Expectation Item	Not Demonstrated		Below Expectations		Meets Expectations		Exceeds Expectations		Points Earned	Tie Breaker
	0	○	5	○	10	○	15	○		
Illustrates participation in and leadership experiences in FBLA	Has not been involved in FBLA other than to pay membership dues and attend one state/national conference		Has limited participation in FBLA activities OR has had limited FBLA leadership opportunities		Is able to communicate participation in FBLA throughout high school and discuss leadership experiences in FBLA		Is able to explain how participation and leadership experiences in FBLA have transferred to other areas of his/her life			
	0	○	5	○	10	○	15	○		
Explains participation in other school and/or community organizations	No evidence of participation in other school and/or community organizations		Participates in only one additional school and/or community organization other than FBLA		Explains participation in other school and/or community organizations		Is able to explain how participation in FBLA has complemented or enhanced other school and/or community organizations			
	0	○	5	○	10	○	15	○		
Explains and shows areas of outstanding achievement	No other achievements outside of FBLA		Has limited areas of outstanding achievement other than FBLA		Is able to explain and show areas of outstanding achievement		Is able to explain how participation in FBLA has complemented or enhanced other areas of outstanding achievement			
	0	○	5	○	10	○	15	○		
Indicates understanding of career knowledge and career plans	No career plans at this time		May have an idea for a career but has developed no solid plans OR obtained any career knowledge		Knows career plans and shows some evidence that the career knowledge has been obtained		Is able to discuss how the career plans were decided and how the plans will be achieved. Can also discuss how the career knowledge was acquired and how it will be used			
	0	○	5	○	10	○	15	○		

Professional Presentation Skills

Demonstrates proper greeting, introduction, and closing	Competitor does not use proper greeting, introduction, OR closing		Competitor's greeting, introduction, OR closing was weak		Competitor has strong greeting, introduction, AND closing		Competitor is creative in their introduction of themselves and asks for or provides follow-up action in the conclusion			
	0	○	5	○	10	○	15	○		
Demonstrates strong self-confidence, appropriate assertiveness, and enthusiasm	Competitor did not demonstrate self-confidence, assertiveness, OR enthusiasm		Competitor demonstrated minimal self-confidence, assertiveness, AND enthusiasm		Competitor used strong eye contact, appropriate assertiveness, AND enthusiasm		Competitor led the interview process and effectively used interview time			
	0	○	3	○	7	○	10	○		
Demonstrates proper verbal and nonverbal communication skills	Verbal AND nonverbal communication skills are inappropriate		Verbal and/or nonverbal communication skills are weak or distracting		All questions were clearly answered using good grammar and appropriate body language		Verbal communications skills are excellent; nonverbal communication is natural			
	0	○	3	○	7	○	10	○		

Application Materials

Student brought application materials to interview	No materials were brought				Materials were brought.						
	0	○			5	○					
Interview Subtotal (100 max)											

Penalty Points (Mark all that apply)

Dress Code not followed	-5	○	Event Guidelines not followed	-5	○	Total Penalty	-		
Interview Total									
Test Total (100 max)									
Materials Prejudged Score (50 max)									
Grand Total (250 max)									

Name:

School:

State:

Judge's Signature:

Date: