



ND FFA EMPLOYMENT SKILLS PERSONAL INTERVIEW SCORECARD

Contestant Name						
Chapter						
Indicator	Strong 5-4	Moderate 3-2	Weak 1-0	Points Earned	Weight	Total
Appearance	Professional dress/groomed: Follows Standard dress code, polished shoes, clothes pressed, conservative accessories.	Dressed appropriately: Just not as professional and “put together”; shoes clean, but not polished; conservative accessories.	Very disheveled: Dirty shoes, not wearing black shoes, inappropriate accessories.		x 5	
First Impression	Greeting: Appropriate salutation and firm handshake. Introduction: States name. Body language: Smiling and pleasant, does not sit until invited, confident in manner.	Greeting: Confident but uneasy, soft handshake. Introduction: States name only when asked. Body language: Rarely smiles, cologne or perfume is distracting.	Greetings: Does not use salutation, very informal. Introduction: Fails to introduce self, fails to shake hands with interviewer. Body language: Obnoxious cologne or perfume, chewing gum.		x 10	
Responses to Questions: Position Knowledge	Used appropriate terms for position; cited relevant examples; knowledge of career field evident (talk the talk); knows education and experience required for position.	Seems to know terms associated with position; cited several relevant examples, but list is incomplete; knew about position, but conveyed incomplete picture; unsure of education or experience required for position.	Knew some of the terms with position, but used incorrectly or did not show understanding of terms; unable to cite or provide relevant examples; position education and requirements not known or does not match applicants’ skill set.		x 9	
Responses to Questions: Skills Related to Position	Discussed skills gained through school or past jobs and how they are relevant to current position applied; abilities described match resume.	Described incomplete list of skills gained through school and past jobs and relevance to current position applied; abilities mostly match resume.	Unable to relate skills learned in school or past jobs and relevance to position applied; abilities hardly match resume		x 9	

Indicator	Strong 5-4	Moderate 3-2	Weak 1-0	Points Earned	Weight	Total
Response to Questions: Communication Details	Responses are concise and logically communicated; responses are not “canned”; provided in-depth description of skills, not just a list; provided in-depth response to questions, not yes/no responses to questions; established a “theme” that describes overall ability.	Responses seem rehearsed and somewhat disorganized; provided some depth to description of skills; provided some depth to responses to questions; provided some yes/no responses; was able to tie some abilities together to form a picture of qualifications.	Responses were “canned” with little logical progression; mainly provided list of skills with little explanation; provided yes/no responses; unable to see an overall them of persons’ abilities.		x 9	
Communication Skills: Non-Verbal	Maintained optimal eye contact; used appropriate nonverbal communication cues (nods and smiles) to demonstrate level of engagement; exhibited poise (cool under pressure).	Maintained appropriate eye contact; seemed nervous under pressure, which impacted poise, pleasantness.	Interview lacked engagement as evidenced by lack of eye contact; appeared very nervous, not poised (cracks under pressure).		x 7	
Communication Skills: Persuasiveness	Led the interview in a direction that enabled them to expand their so their skills were expressed, took initiative to add information beyond questions asked.	Expanded somewhat on skills that are a fit for the position, volunteered some additional information to questions asked.	Answered yes or no to most questions; did not expand on skill set.		x 6	
Communication Skills: Verbal	Appropriate volume: Spoke with proper volume to be heard clearly; not too loud, not too soft. Enunciation/grammar: Enunciated clearly and avoid informal dialect, used proper words when speaking (didn’t use 10-dollar words when a 5-dollar word would do). Concise: Avoided run-on sentences and answered with logical and organized thoughts.	Appropriate volume: Did not modulate volume to express answers; could be heard sometimes but was quiet when unsure of response and was hard to hear. Enunciation/grammar: Some language not appropriate for position applied; used some slang and exhibited some “dialect.” Concise: Some questions were answered in a rambling fashion, but made a point; thoughts were logical but somewhat disorganized.	Appropriate volume: Volume was either too soft to hear answers or too loud for the room. Enunciation/grammar: Used overly complex or simplistic language; sprinkled in slang and exhibited dialect. Concise: Rambled and used run-on sentences; answers were poorly organized and thoughts not clearly expressed.		x 11	

Indicator	Strong 5-4	Moderate 3-2	Weak 1-0	Points Earned	Weight	Total
Communication Skills: Poise and Confidence	Confident: Exhibited self-confidence with body language and verbal communication. Sincere: Expressed true interest in the position they were seeking. Poise: Avoids distracting mannerisms, such as drumming fingers or overuse of “um” and “you know.” Discretion/Tact: Shared appropriate information and did not create an awkward situation through responses.	Confident: Exhibited some nervousness, but recovered well; voice and body language showed some uncertainty. Sincere: Seemed somewhat interested in the position and was slightly distracted. Poise: Seemed comfortable with some nervousness; caught self before exhibiting distracting mannerisms; rarely used “um” or “you know.” Discretion/tact: Mostly professional in tone and shared information that created little, if any, awkwardness.	Confident: Did not appear comfortable; was nervous; slouched in chair. Sincere: Seemed uninterested in the position and was distracted. Poise: Demonstrated distracting mannerisms such as tapping foot, drumming fingers, cracking knuckles, etc.,; displayed excessive use of “um” and “you know.” Discretion/tact: Shared information that may be seen as personal about someone else that created awkwardness; appeared unprofessional.		x 10	
Conclusion: Participant Questions	Posed appropriate questions (e.g., when notification of selection will occur and how); clarified next steps, inquired next step in interview process (e.g., if there will be additional interviews, etc.)	Questions posed were somewhat appropriate; some had no relevance to interview; incomplete inquiry of the next steps in the interview process.	Asks no questions or if questions were asked, questions have no relevance to next steps in the interview process.		x 9	
Conclusions: Next Steps	Asked for business card, thanked interviewer, confidently stood and shook hands prior to exiting room.	Asked for business card, thanked interviewer, and shook hands, but seemed uncertain how to end the interview and exit.	Did not ask for business card; ended interview abruptly or awkwardly; exited without expressing thanks or shaking hands.		x 5	
Total Maximum: 450						

Judges Name

Judges Signature

Date