

Student Score Sheet: Employment Skills Materials

Chapter: _____

Participant: _____

Cover Letter – 100 possible points					
Indicator	Strong	Moderate	Low	Total Points	Comments
Format and General Appearance <i>20 points max</i>	14-20	7-13	0-6		
Introductory Paragraph <i>20 points max</i>	14-20	7-13	0-6		
Skills and Experiences <i>20 points max</i>	14-20	7-13	0-6		
Closing Paragraph <i>15 points max</i>	11-15	6-10	0-5		
Spelling/Grammar <i>25 points max</i>	17-25	8-16	0-7		
Total Points					
Resume and Reference Page – 200 possible points					
Contact Information <i>10 points max</i>	8-10	4-7	0-3		
Employment Objective <i>10 points max</i>	8-10	4-7	0-3		
Education or Relevant Coursework <i>35 points max</i>	25-35	13-24	0-12		
Relevant Experience and Skills <i>45 points max</i>	31-45	15-30	0-14		
Achievements and Honors <i>25 points max</i>	17-25	8-16	0-7		
References <i>10 points max</i>	8-10	4-7	0-3		
Spelling/Grammar <i>25 points max</i>	17-25	8-16	0-7		
Format and General Appearance <i>40 points max</i>	28-40	14-27	0-13		
Total Points					
Application – 100 possible points					
Consistent with Resume <i>20 points max</i>	14-20	7-13	0-6		
Spelling/Grammar <i>30 points max</i>	21-30	11-20	0-10		
Form Completed <i>20 points max</i>	14-20	7-13	0-6		
Overall Impression <i>30 points max</i>	21-30	11-20	0-10		
Total Points					

Student Score Sheet: Employment Skills Interview

Chapter: _____

Participant: _____

Interview – 500 possible points					
Indicator	Strong	Moderate	Low	Total Points	Comments
Appearance <i>50 points max</i>	34-50	17-33	0-16		
First Impression <i>75 points max</i>	51-75	26-50	0-25		
Responses to Questions <i>150 points max</i>	100-150	50-99	0-49		
Communication Skills <i>150 points max</i>	100-150	50-99	0-49		
Conclusion <i>75 points max</i>	51-75	26-50	0-25		
Follow-up Letter – 50 possible points					
Format <i>10 points max</i>	8-10	4-7	0-3		
Content <i>15 points max</i>	11-15	6-10	0-5		
Spelling/Grammar <i>10 points max</i>	8-10	4-7	0-3		
Overall Impression <i>15 points max</i>	11-15	6-10	0-5		
Total Points					

General Comments:

Student Score Sheet: Finals Employment Skills Interview

Chapter: _____

Participant: _____

Final Interview – 500 possible points					
Indicator	Strong	Moderate	Low	Total Points	Comments
Appearance <i>50 points max</i>	34-50	17-33	0-16		
First Impression <i>75 points max</i>	51-75	26-50	0-25		
Responses to Questions <i>150 points max</i>	100-150	50-99	0-49		
Communication Skills <i>150 points max</i>	100-150	50-99	0-49		
Conclusion <i>75 points max</i>	51-75	26-50	0-25		
Total Points					

General Comments: