

PA FBLA STATE OFFICER CANDIDATE INTERVIEW RATING SHEET

CANDIDATE _____ OFFICE _____

	Clearly Not Demonstrated	Poor/Rarely Demonstrated	Below Average Demonstration	Average Demonstration	Good Demonstration	Exceeds Expectations	EXPECTED VALUES	TOTAL POINTS	
PROFESSIONALISM									
Professional appearance	0	1-2	3-4	5-6	7-8	9-10	8		
Proper greeting, introduction, and closing	0	1-2	3-4	5-6	7-8	9-10	6		
Poise, maturity, attitude	0	1-2	3-4	5-6	7-8	9-10	6		
Communication skills	0	1-2	3-4	5-6	7-8	9-10	6		
Self-confidence, initiative, assertiveness	0	1-2	3-4	5-6	7-8	9-10	6		
LEADERSHIP									
Participation/leadership in FBLA	0	1-2	3-4	5-6	7-8	9-10	7		
Participation in other school and/or community organizations	0	1-2	3-4	5-6	7-8	9-10	6		
Potential leadership qualities	0	1-2	3-4	5-6	7-8	9-10	7		
COMMUNICATION									
Materials: <ul style="list-style-type: none"> • Cover Letter • Resume • Transcript • Officer Q/A • Adviser Q/A • 3 Reference Letters 	0 (No Materials other than application page submitted)	2 (Missing 4+ Materials)	4 (Missing 3 Materials)	6 (Missing 2 materials)	8 (Missing 1 material)	10 (Has All Materials)	10		
Proper Business Style	0 (7+ errors)	2 (6 errors)	4 (5 errors)	6 (3-4 errors)	8 (1-2 errors)	10 (0 errors)	8		
Clear and concise presentation of facts with logical arrangement	0	1-2	3-4	5-6	7-8	9-10	7		
Correct grammar, punctuation, & spelling	0 (7+ errors)	2 (6 errors)	4 (5 errors)	6 (3-4 errors)	8 (1-2 errors)	10 (0 errors)	8		
FBLA Knowledge Exam (50 questions, multiple choice, & fill in blank about general FBLA knowledge, and PA FBLA Policy/Leadership Handbook)	100%-96%: 10 points 95%-91%: 9 points 90%-86%: 8 points 85%-81%: 7 points 80%-76%: 6 points 50% and below: 0 points					75%-71%: 5 points 70%-66%: 4 points 65%-61%: 3 points 60%-56%: 2 points 55%-51%: 1 point		5 (75%)	
Total Rating Score									

Revised 9/2011