

## Job Interview Rating Sheet

40 Points

Job Applied For: \_\_\_\_\_

Name: \_\_\_\_\_

Evaluation Criteria	Circle the Points Received					Points Received
<b>Desk Appeal : 10 points</b>						
Neatly Groomed and dress	5					
Positive attitude	5					
<b>Job Knowledge: 15 points</b>						
Basic understanding of the job	5					
Answers well thought out	5					
Asks relevant questions	5					
<b>General Knowledge: 5 points</b>	5					
<b>Nonverbal Communication 10 pts</b>						
Eye contact	2					
Handshake	2					
Confident	2					
Enthusiastic	2					
Friendly smile, Courteous	2					

Total Points Received \_\_\_\_\_