



# World of Work Scorecard

<b>Blue Ribbon?</b> (Circle One) <b>Yes</b> <b>No</b>
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Name: \_\_\_\_\_

County: \_\_\_\_\_

ITEMS TO BE SCORED	FAIR	GOOD	EXCELLENT	POINTS EARNED	COMMENTS
<b>Forms</b>					
<b>Neatness:</b> (10 Points) <ul style="list-style-type: none"> <li>Clean</li> <li>No stray marks, stains, folds/tears</li> <li>Appropriate staple/clip</li> </ul>					
<b>Legibility:</b> (10 Points) : <ul style="list-style-type: none"> <li>Easy to read</li> <li>Correct spelling and grammar</li> </ul>					
<b>Completeness:</b> (15 Points) <ul style="list-style-type: none"> <li>All section acknowledged</li> <li>No partial responses</li> <li>Followed directions</li> </ul>					
<b>Preparation:</b> (10 Points) <ul style="list-style-type: none"> <li>Appropriate forms have been completed and submitted on time</li> <li>Job description</li> <li>Job Application</li> <li>Resume</li> </ul>					
<b>Job Interview</b>					
<b>Personal Appearance:</b> (5 Points) <ul style="list-style-type: none"> <li>Clean, appropriate attire,</li> <li>Non-distracting makeup, perfume/cologne</li> </ul>					
<b>Non-Verbal Communication:</b> (5 Points) <ul style="list-style-type: none"> <li>Proper posture</li> <li>Firm handshake</li> <li>Pleasant eye contact</li> <li>Active stance</li> </ul>					
<b>Attitude and Personality:</b> (10 Points) <ul style="list-style-type: none"> <li>Sincerity</li> <li>Initiative</li> <li>Interest</li> <li>Compatibility</li> <li>Courtesy</li> <li>Sense of humor</li> </ul>					
<b>Mannerisms:</b> (5 Points) <ul style="list-style-type: none"> <li>Maintained a dignified demeanor</li> <li>Controlled distracting mannerisms</li> <li>No gum</li> </ul>					



<p><b>Handling Questions:</b> (10 Points)</p> <ul style="list-style-type: none"> <li>• Prepared to respond</li> <li>• Confident</li> <li>• Appropriate responses to unexpected/difficult questions</li> <li>• Provide specific examples</li> </ul>					
<p><b>Voice:</b> (10 Points)</p> <ul style="list-style-type: none"> <li>• Normal talking speed</li> <li>• Appropriate volume</li> <li>• Proper grammar and word choice</li> <li>• Clarity</li> <li>• No excessive “uhs...” etc.</li> </ul>					
<p><b>Post-Interview:</b> (5 Points)</p> <ul style="list-style-type: none"> <li>• Applicant’s manner and skill in terminating the interview</li> </ul>					
<p><b>Overall Performance:</b> (5 Points)</p> <ul style="list-style-type: none"> <li>• Asked appropriate questions</li> <li>• Knowledge of job/company</li> <li>• All information consistent with application</li> </ul>					
<p><b>Total Score:</b> (100 Points)</p>					