**JOB SEEKING SKILLS –**

**Cover Letter & Resume Judge’s Rating Sheet**

***New York State 2020-2021 Virtual Conference***

*Items required for state conference: Cover Letter and Resume*

*How to submit: Uploaded to Tallo per guidelines from National HOSA*

*Deadline to Submit: March 31, 2021*

*Description: For the New York State Virtual State Conference, competitors will upload ONE pdf file containing their resume and cover letter. Competitors will be judged on items as uploaded to Tallo.*

 *Cover Letter and Resume (as one pdf) Uploaded\*: Yes \_\_\_\_ No \_\_\_\_*

*\*If the materials are not uploaded, please note that applicable items on the rubric below cannot be judged*

Section # \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Judge’s Signature \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Competitor # \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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| --- | --- |
| **Items Evaluated**  | **JUDGE SCORE** |
| 1. **Cover Letter**
 | **Excellent****5 points** | **Good****4 points** | **Average****3 points** | **Fair****2 points** | **Poor****0 points** | **JUDGE SCORE**  |
| 1. **Length**
 | Cover Letter does not exceed one page. | N/A | N/A | N/A | Cover letter not included OR exceeds one page.  |  |
| 1. **Neatness, spelling, grammar**
 | There are no spelling or grammatical errors throughout the entire cover letter. | There are 1-2 minor misspellings or grammatical errors that will be easy to fix to make it appeal to the viewer.  | There are 3-4 spelling or grammatical errors in the cover letter.  | There are 5-6 spelling or grammatical errors present in the cover letter. | Cover letter not submitted OR there are 7 or more spelling or grammatical errors in the cover letter. |  |
| **A. Cover Letter** | **Excellent****10 points** | **Good****8 points** | **Average****6 points** | **Fair****4 points** | **Poor****0 points** | **JUDGE SCORE**  |
| 1. **Organization**
 | Letter includes an organized introduction, body and conclusion paragraph. There is a proper salutation at the greeting with a precise contact name. The entire cover letter amounts to no more than one page in length.  | Most of the organization is appropriate, but there are a few minor tweaks that could be made to make the cover letter flow better to the viewer. | Some of the organization is correct, but there are a couple major problems that are rather distracting to the viewer. | An attempt was made to organize the cover letter, but there are still significant problems that distract the viewer from reading it from top to bottom. | Cover letter not submitted OR the cover letter has little to no organization, which could mean inconsistent fonts, no separation of paragraphs, or improper ordering of topics. |   |
| **A. Cover Letter** | **Excellent****10 points** | **Good****8 points** | **Average****6 points** | **Fair****4 points** | **Poor****0 points** | **JUDGE SCORE**  |
| 1. **Content**
 | The content within the main parts of the cover letter includes the necessary information about the competitor (qualifications and strengths that pertain to the job, how they found the job, and how they will impact the company in the future). It makes for a great introduction to the resume. | A few minor pieces of content are missing that are crucial to make the cover letter top-notch. | A lot of the information is present, but a few major, relevant pieces are missing. | There are significant parts of the cover letter that are missing or are inserted improperly. | Cover letter not submitted OR there is little to no content present in the cover letter. No effort was put forth in order to include the necessary information. It is missing all or almost all of the needed information about how they qualify for the job and their strengths pertaining to it, how they found the job, why they will be a good fit with the company. |  |
| **B. Resume** | **Excellent****5 points** | **Good****4 points** | **Average****3 points** | **Fair****2 points** | **Poor****0 points** | **JUDGE SCORE** |
| **1. Length** | Resume does not exceed one page. | N/A | N/A | N/A | Resume not submitted OR resume is more than one page in length. |  |
| **2. Neatness, spelling, grammar** | There are no spelling or grammar errors throughout the entire resume. | There are 1-2 minor misspellings or grammatical errors that will be easy to fix to make it appeal to the viewer. | There are 3-4 spelling or grammatical errors in the resume.  | There are 5-6 spelling or grammatical errors present in the resume. | Resume not submitted OR there are 7 or more spelling or grammatical errors in the resume. |  |
| **B. Resume** | **Excellent****15 points** | **Good****12 points** | **Average****9 points** | **Fair****6 points** | **Poor****0 points** | **JUDGE SCORE** |
| **3. Content/** **organization** **The resume requirements include:**1. **Personal information in the heading**
2. **Clearly stated career objective**
3. **Education**
4. **Work Experience**
5. **Activities and awards**
 | The competitor includes all five of the required components of the resume and organizes the document in a legible and professional manner. The resume flows smoothly, and action verbs are used to describe the competitor’s strengths.  | The competitor includes four of the five required content areas of the resume.The resume flows smoothly but lacks description of experience that allows the interviewer judges to gain a clear picture of the employment and educational history.  | The competitor includes three of the five required content areas of the resume.Some action verbs were used to describe the competitor’s strengths. Fair level of organization throughout the resume.  | The required components may be included, but do not provide a clear description of the competitor’s work or employment history. Little detail is provided.   | Resume not submitted OR the resume does not flow or have experience documented that would relate the competitor to the position. |  |
|  **Total Points (55):**   |   |

\*Diction – choice of words especially about correctness, clearness, or effectiveness

\*\*Articulation - the act of giving utterance or expression

**VIRTUAL JOB SEEKING SKILLS –**

**Interview Judge’s Rating Sheet**

***New York State 2020-2021 Virtual Conference***

*Items required for state conference: Live Interview*

*Deadline to Submit: On April 15, 2021 will be the live interviews, appointment times will be sent to participants*

*Description: For the New York State Virtual State Conference, competitors will participate in a live interview via Zoom.*

*Interview Video Uploaded\*: Not Applicable*

*\*If the materials are not uploaded, please note that applicable items on the rubric below cannot be judged.*

Section # \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Judge’s Name \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Competitor Name & # \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

*\*\*\* Digital submissions will only be judged up until the allotted timing allowed per the event guidelines. Any time in a digital submission over the allowed will not be scored and no points will be awarded for those sections of the rating sheet.*

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| --- | --- | --- | --- | --- | --- | --- |
| **A. Interview**  | **Excellent****10 points** | **Good****8 points** | **Average****6 points** | **Fair****4 points** | **Poor****0 points** | **JUDGE SCORE** |
| 1. **Introduction/first impression**
 | Greeting is excellent, engaged professionally with the judge upon arrival. Great first impression! | Greeting is good, but didn’t stand out amongst competition. | Greeting is appropriate. | Average greeting, conversation is not engaging or there was no conversation. | Competitor did not upload interview OR did not participate in live interview. OR Poor first impression.  |  |
| 1. **Content of answers**

Judges are looking for answers to the following criteria:1. Competitor shows willingness to volunteer information
2. Responds appropriately to every question.
3. Relates strengths and skills for the job.
4. Sounds professional in choice of vocabulary and description of personal strengths.
 | The competitor thoroughly showcased each of the 4 criteria in their answers with ease and conviction. The responses left the judges excited to know more about the experiences, strengths and skillsets of the competitor. | Most questions were answered honestly and thoughtfully using professional language and tone.The competitor covers 3 of the 4interview answer criteria. | The competitor covers 2 of the 4 interview answer criteria but does not provide a clear picture of their work experience or strengths. . | Some questions were answered thoughtfully using professional language. The interview was underwhelming.Covers 1 of the 4 interview criteria.  | Competitor did not upload interview OR did not participate in live interview.ORMost questions were answered inappropriately, didn’t elaborate on answersCovers 0 of the 5 interview criteria. |  |
| **A. Interview**  | **Excellent****10 points** | **Good****8 points** | **Average****6 points** | **Fair****4 points** | **Poor****0 points** | **JUDGE SCORE** |
| 1. **Confidence, maturity, enthusiasm**
 | Competitor exhibited confidence throughout their interview. Genuine excitement for the pending position and conducted themselves with maturity. They would make a great employee! | The competitor was confident but not convincing. They were excited for the pending position but need a little more polish to be offered the position. | The competitor exhibited some level of confidence in his/her interviewing ability but seemed a little nervous. | The competitor appeared to be nervous and anxious about the interview. It was evident they were excited to be here; they just need more practice with interviews.  | Competitor did not upload interview OR did not participate in live interview OR The competitor’s nerves got the best of them. They were not able to showcase their best work in the interview. Keep trying! |  |
| 1. **Knowledge of Position Applied For**
 | Competitor was knowledgeable about the position and related skills to the job, prepared and practiced interview questions and was prepared with company research. They answered all questions put forth by judges by showing confidence and understanding. | The competitor was mostly knowledgeable of the skills related to the job. They had researched the company and were able to answer most questions. | Competitor somewhat prepared with company research. Answered some of the questions from the judges. Some confidence | Competitor wasn’t aware of the position they were hiring for. They were unable to answer questions asked by the judges. | Competitor did not upload interview OR did not participate in live interview.ORCompetitor lacks preparedness of company research. Lacks confidence in speaking with the judge. |  |
|  **A. Interview** | **Excellent****5 points** | **Good****4 points** | **Average****3 points** | **Fair****2 points** | **Poor****0 point** | **JUDGE SCORE**  |
| 1. **Closing**
 | Competitor asked at least one question that was relevant to the position and left the judges with an overall positive impression. | N/A | N/A | N/A | Competitor did not upload interview OR did not participate in live interview.ORCompetitor did not ask any questions and the judges were left with a less than positive impression. |  |
| 1. **General Characteristics**
 | **Excellent****5 points** | **Good****4 points** | **Average****3 points** | **Fair****2 points** | **Poor****0 points** | **JUDGE SCORE**  |
| 1. **\*Diction and \*\*articulation**
 | The competitor speaks clearly, enunciates words. Clear, crisp speech which is easy to hear and understand. | The competitor enunciates most words clearly and is easily understood. | The competitor speaks clearly, minimal instances when they mumble or do not enunciate their words. | The competitor mumbles some of the time and speaks at a low volume. The judges must ask the competitor to repeat themselves. | Competitor did not upload interview OR did not participate in live interview ORcompetitor mumbles, speaks softly, and is hard to hear. Judge is unable to hear or understand all or part of the responses to the interview questions |  |
| **B. General Characteristics** | **Excellent****10 points** | **Good****8 points** | **Average****6 points** | **Fair****4 points** | **Poor****0 points** | **JUDGE SCORE**  |
| 1. **Eye contact, poise and posture**
 | The competitor displays comfortable eye contact, displays confidence in their demeanor; sits up straight throughout interview. | The competitor makes eye contact most of the time, sits up straight and conducts themselves with confidence. | The competitor displays some eye contact but looks down or to the side of the judges. | The competitor makes limited eye contact and does not display good posture. | Competitor did not upload interview OR did not participate in live interview ORThe competitor does not make eye contact with the judges. They slouch during the interview |  |
|  **Total Points (60):**   |   |

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\*\*Articulation - the act of giving utterance or expression