The performance of each student will be rated on a scale of 1 (Poor) to 5 (Excellent).

<table>
<thead>
<tr>
<th>Category</th>
<th>Items</th>
<th>Scores</th>
</tr>
</thead>
</table>
| **Professional Appearance** | • Professional Apparel  
• Neat/Clean Appearance  
• Modest cologne/accessories  
• Shoes Clean/Polished | 1 2 3 4 5  |
| **Introduction**        | • Arrives 15 minutes early  
• Introduces Self  
• Strong Handshake  
• Smiles  
• Waits to Be Seated | 1 2 3 4 5  |
| **Body Language**       | • Makes eye contact  
• Sits upright (Not slouched)  
• Positive/Confident  
• General Body Language | 1 2 3 4 5  |
| **Interview Skills**    | • Knowledgeable in area  
• Relates experience to job  
• Provides complete answer  
• Relates all skills sets asked by interviewer | 1 2 3 4 5  |
| **Communication Skills** | • Uses proper grammar  
• Actively Listens to interviewer  
• Avoids controversial topics  
• Uses proper terminology | 1 2 3 4 5  |
| **Questioning Skills**  | • Student asks questions  
• Avoids salary questions  
• Question shows research  
• Questions show interest | 1 2 3 4 5  |
| **Resume Quality**      | • Resume brief and concise  
• Stresses skills not tasks  
• Page space used effectively  
• Eye catching  
• Appropriate font  
• SHOWCASES student well | 1 2 3 4 5  |

Comments: