**Accounting Analysis and Decision Making**

**Performance Rating Sheet**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
|  | **Not** | **Does Not Meet** | **Meets** | **Exceeds** | **Points** |
| **Evaluation Item** | **Demonstrated** | **Expectations** | **Expectations** | **Expectations** | **Earned** |
| **Content** | | | | | |
| Problem is understood and well-defined | 0 | 1–7 | 8-14 | 15-20 |  |
| Ratio analysis is conducted and discussed | 0 | 1–5 | 6–10 | 11–15 |  |
| Inventory valuation discussed | 0 | 1–5 | 6–10 | 11–15 |  |
| Depreciation alternatives discussed | 0 | 1–7 | 8-14 | 15-20 |  |
| **Delivery** | | | | | |
| Statements are well-organized and clearly stated; appropriate business language used | 0 | 1–3 | 4–7 | 8–10 |  |
| Participants show self-confidence, poise, and good voice projection | 0 | 1–3 | 4–7 | 8–10 |  |
| Demonstrates the ability to effectively answer questions | 0 | 1–3 | 4–7 | 8–10 |  |
| **Subtotal /100 max.** | | | | | |
| **Penalty Points** Deduct five (5) points for failure to follow guidelines. | | | | | |
| **Final Score /100 max.** | | | | | |
| **Objective Test Score** (To be used in the event of a tie.) | | | | | |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Name(s): |  | | | |
| School: |  | | State: |  |
| Judge’s Signature: | |  | Date: |  |

Judge’s Comments:

VERIFICATION

(scores checked)

❑ Administrator

❑ NAP

**Business Communication**

**Production Rating Sheet**

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
|  | **Not** | **Does Not Meet** | | **Meets** | **Exceeds** | **Points** | |
| **Evaluation Item** | **Demonstrated** | **Expectations** | | **Expectations** | **Expectations** | **Earned** | |
| **Content** | | | | | | | |
| Position is clearly stated and consistently maintained. Clear reference(s) to the issue(s) are stated. | 0 | | 1–5 | 6-10 | 11-15 | |  |
| Information provided clearly supports the position; evidence is sufficient. | 0 | | 1–5 | 6-10 | 11-15 | |  |
| Organization and structure of the exercise is clearly developed. | 0 | | 1–5 | 6-10 | 11-15 | |  |
| Readability--use of headings and transitions | 0 | | 1–3 | 4–7 | 8–10 | |  |
| Tone is consistent and enhances persuasiveness or is convincing. | 0 | | 1–5 | 6-10 | 11-15 | |  |
| **Organization** | | | | | | | |
| Writing style | 0 | | 1–3 | 4–7 | 8–10 | |  |
| Mechanics including punctuation, spelling, and capitalization are correct. | 0 | | 1–7 | 8-14 | 15-20 | |  |
| **Total Writing Sample /100 max.** | | | | | | | |
| **Total Objective Test Score /100 max.** | | | | | | | |
| **Final Score /200 max.** | | | | | | | |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Name(s): |  | | | |
| School: |  | | State: |  |
| Judge’s Signature: | |  | Date: |  |

Judge’s Comments:

VERIFICATION

(scores checked)

❑ Administrator

❑ St. Award Comm.

**Business Decision Making**

Performance **Rating Sheet**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
|  | **Not** | **Does Not Meet** | **Meets** | **Exceeds** | **Points** |
| **Evaluation Item** | **Demonstrated** | **Expectations** | **Expectations** | **Expectations** | **Earned** |
| **Content** | | | | | |
| Problem is understood and well-defined | 0 | 1–7 | 8-14 | 15-20 |  |
| Alternatives are recognized with pros and cons stated and evaluated | 0 | 1–5 | 6–10 | 11–15 |  |
| Logical solution is selected with positive and negative aspects of its implementation given | 0 | 1–5 | 6–10 | 11–15 |  |
| Anticipated results are based on correct reasoning | 0 | 1–7 | 8-14 | 15-20 |  |
| **Delivery** | | | | | |
| Statements are well organized and clearly stated; appropriate business language is used | 0 | 1–3 | 4–7 | 8–10 |  |
| Participants demonstrate self-confidence, poise, and good voice projection | 0 | 1–3 | 4–7 | 8–10 |  |
| Demonstrates the ability to effectively answer questions | 0 | 1–3 | 4–7 | 8–10 |  |
| **Subtotal /100 max.** | | | | | |
| **Penalty Points** Deduct five (5) points for failure to follow guidelines. | | | | | |
| **Final Score /100 max.** | | | | | |
| **Objective Test Score** (To be used in the event of a tie.) | | | | | |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Name(s): |  | | | |
| School: |  | | State: |  |
| Judge’s Signature: | |  | Date: |  |

Judge’s Comments:

VERIFICATION

(scores checked)

❑ Administrator

❑ St. Award Comm.

**Business Ethics**

**Performance Rating Sheet**

❑ Preliminary Round ❑ Final Round

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
|  | **Not** | **Does Not Meet** | **Meets** | **Exceeds** | **Points** |
| **Evaluation Item** | **Demonstrated** | **Expectations** | **Expectations** | **Expectations** | **Earned** |
| **Content and Recommendation** | | | | | |
| Situation is understood and effectively defined | 0 | 1–5 | 6–10 | 11–15 |  |
| Ethical dimensions of the problem are clearly defined | 0 | 1–5 | 6–10 | 11–15 |  |
| Position is clearly stated | 0 | 1–5 | 6–10 | 11–15 |  |
| Effective ethical solution is offered | 0 | 1–5 | 6–10 | 11–15 |  |
| Quality of research | 0 | 1–5 | 6–10 | 11–15 |  |
| **Delivery** | | | | | |
| Statements are well organized and clearly stated, appropriate business language used | 0 | 1–3 | 4–7 | 8–10 |  |
| Demonstrates self-confidence, poise, and good voice projection | 0 | 1–2 | 3-4 | 5 |  |
| Demonstrates the ability to effectively answer questions | 0 | 1–3 | 4–7 | 8–10 |  |
| **Subtotal** **/100 max.** | | | | | |
| **Time Penalty** Deduct five (5) points for presentation over seven (7) minutes. Time: | | | | | |
| **Penalty Points** Deduct five (5) points for failure to follow guidelines. | | | | | |
| **Total Points** **/100 max.** | | | | | |
| **Final Score /100 max.** | | | | | |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Name(s): |  | | | |
| School: |  | | State: |  |
| Judge’s Signature: | |  | Date: |  |

Judge’s Comments:

VERIFICATION

(scores checked)

❑ Administrator

❑ St. Awards Comm.



**Business Law**

**Performance Rating Sheet**

❑ Preliminary Round ❑ Final Round

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
|  | **Not** | **Does Not Meet** | **Meets** | **Exceeds** | **Points** |
| **Evaluation Item** | **Demonstrated** | **Expectations** | **Expectations** | **Expectations** | **Earned** |
| **Content** | | | | | |
| Legal issues are understood and well defined | 0 | 1–3 | 4–7 | 8–10 |  |
| Applicable legal rules are set forth clearly and  Correctly | 0 | 1–7 | 8-14 | 15-20 |  |
| The facts favorable to the presenter’s interests are  clearly discussed, analyzed, and applied to the  applicable legal rules | 0 | 1–5 | 6–10 | 11–15 |  |
| Arguments unfavorable to the presenter’s interests  are anticipated and analyzed | 0 | 1–5 | 6–10 | 11–15 |  |
| A likely outcome is predicted and based on case  Analysis | 0 | 1–3 | 4–7 | 8–10 |  |
| **Delivery** | | | | | |
| Statements are well organized and clearly stated, appropriate business language used | 0 | 1–3 | 4–7 | 8–10 |  |
| Participants demonstrate self-confidence, poise, and good voice projection | 0 | 1–3 | 4–7 | 8–10 |  |
| Demonstrates the ability to effectively answer questions | 0 | 1–3 | 4–7 | 8–10 |  |
| **Subtotal** **/100 max.** | | | | | |
| **Time Penalty** Deduct five (5) points for presentation over seven (7) minutes. Time: | | | | | |
| **Penalty Points** Deduct five (5) points for failure to follow guidelines. | | | | | |
| **Final Score** **/100 max.** | | | | | |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Name(s): |  | | | |
| School: |  | | State: |  |
| Judge’s Signature: | |  | Date: |  |

Judge’s Comments:

**Business Presentation**

VERIFICATION

(scores checked)

❑ Administrator

❑ St. Awards Comm.

**Performance Rating Sheet**

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
|  | **Not** | **Does Not Meet** | | **Meets** | **Exceeds** | **Points** | |
| **Evaluation Item** | **Demonstrated** | **Expectations** | | **Expectations** | **Expectations** | **Earned** | |
| **Content** | | | | | | | |
| Presentation clearly related to topic | 0 | | 1–3 | 4–7 | 8–10 | |  |
| Purpose clearly stated | 0 | | 1–2 | 3–4 | 5 | |  |
| Effectively uses a variety of program features such as text, graphics, and transitions | 0 | | 1–3 | 4–7 | 8–10 | |  |
| Quality of design is professional. Design elements are appropriate for a business presentation; e.g., color choice, font style and size, and so forth | 0 | | 1–3 | 4–7 | 8–10 | |  |
| Technology is effectively integrated into overall presentation | 0 | | 1–5 | 6-10 | 11-15 | |  |
| Suitability and accuracy of statements in presentation | 0 | | 1–2 | 3–4 | 5 | |  |
| **Organization** | | | | | | | |
| Topic adequately developed | 0 | | 1–2 | 3–4 | 5 | |  |
| Logical sequence of ideas | 0 | | 1–2 | 3–4 | 5 | |  |
| Accomplished purpose | 0 | | 1–2 | 3–4 | 5 | |  |
| **Delivery** | | | | | | | |
| Presentation and statements are well–organized and clearly stated; appropriate business language used | 0 | | 1–3 | 4–7 | 8–10 | |  |
| Demonstrates ability to effectively answer questions | 0 | | 1–3 | 4–7 | 8–10 | |  |
| Demonstrates self–confidence, poise, , and good voice projection | 0 | | 1–3 | 4–7 | 8–10 | |  |
| **Subtotal /100 max.** | | | | | | | |
| **Time Penalty** Deduct five (5) points for presentation over seven (7) minutes. Time: | | | | | | | |
| **Penalty Points** Deduct five (5) points for failure to follow guidelines. | | | | | | | |
| **Final Score /100 max.** | | | | | | | |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Name(s): |  | | | |
| School: |  | | State: |  |
| Judge’s Signature: | |  | Date: |  |

Judge’s Comments:

**THE CHRISTOPHER J. HEIDER SCHOLARSHIP AWARD**

VERIFICATION

(scores checked)

❑ Administrator

❑ St. Awards Comm.

Rating Sheet

(Points given may range between zero and maximum number indicated.)

WORK EXPERIENCE 10

SCHOLASTIC ACHIEVEMENT 10

LETTERS OF RECOMMENDATION 15

EXTRA-CURRICULAR ACTIVITIES 15

(NOT PHI BETA LAMBDA)

LEADERSHIP ABILITY 20

LOCAL PBL CHAPTER INVOLVEMENT 30

TOTAL SCORE \_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Client Service**

**Performance Rating Sheet**

❑ Preliminary Round ❑ Final Round

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
|  | **Not** | **Does Not Meet** | **Meets** | **Exceeds** | **Points** |
| **Evaluation Item** | **Demonstrated** | **Expectations** | **Expectations** | **Expectations** | **Earned** |
| **Content** | | | | | |
| Scenario is understood and well-defined | 0 | 1–5 | 6–10 | 11–15 |  |
| Participant’s position is clearly stated | 0 | 1–5 | 6–10 | 11–15 |  |
| Effective solution is offered | 0 | 1–5 | 6–10 | 11–15 |  |
| **Delivery** | | | | | |
| Statements are well organized and clearly stated | 0 | 1–5 | 6–10 | 11–15 |  |
| Participant displays empathy/diplomacy when answering questions | 0 | 1-2 | 3-4 | 5 |  |
| Participant demonstrates self-confidence, poise,  and good voice projection | 0 | 1–3 | 4–7 | 8–10 |  |
| Demonstrates ability to effectively ask and answer questions | 0 | 1–5 | 6–10 | 11–15 |  |
| Participant actively interacts with judges | 0 | 1–3 | 4–7 | 8–10 |  |
| **Subtotal /100 max.** | | | | | |
| **Penalty Points** Deduct five (5) points for failure to follow guidelines. | | | | | |
| **Final Score /100 max.** | | | | | |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Name(s): |  | | | |
| School: |  | | State: |  |
| Judge’s Signature: | |  | Date: |  |

Judge’s Comments:

VERIFICATION

(scores checked)

❑ Administrator

❑ St. Awards Comm.

**Community Service Project**

**Report Rating Sheet**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
|  | **Not** | **Does Not Meet** | **Meets** | **Exceeds** | **Points** |
| **Evaluation Item** | **Demonstrated** | **Expectations** | **Expectations** | **Expectations** | **Earned** |
| **Content** | | | | | |
| Purpose of Project  • Statement of project goals  • Service to the community and its citizens | 0 | 1–5 | 6–10 | 11–15 |  |
| Planning and development of project | 0 | 1–5 | 6–10 | 11–15 |  |
| Implementation of project | 0 | 1–5 | 6–10 | 11–15 |  |
| Impact and benefits to the community | 0 | 1–8 | 9–18 | 19–25 |  |
| Evidence of publicity | 0 | 1–2 | 3–4 | 5 |  |
| **Format** | | | | | |
| Clear and concise presentation with logical arrangement of information following the rating sheet | 0 | 1–3 | 4–7 | 8–10 |  |
| Creativity of the written presentation and design | 0 | 1–2 | 3–4 | 5 |  |
| Correct grammar, punctuation, spelling, and acceptable business style | 0 | 1–3 | 4–7 | 8–10 |  |
| **Subtotal /100 max.** | | | | | |
| **Penalty** **Points:** Deduct five (5) points each for not adhering to Report Guidelines (maximum of twenty [20] points):  ❑ cover incorrect ❑ missing table of contents ❑ binding incorrect ❑ over fifteen (15) pages, pasted items  ❑ no page numbers in report ❑ report format does not follow rating sheet **\_\_\_\_\_** | | | | | |
| **Total Points /100 max.** | | | | | |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| School: |  | | State: |  |
| Judge’s Signature: | |  | Date: |  |

Judge’s Comments:

VERIFICATION

(scores checked)

❑ Administrator

❑ St. Award Comm.

**Community Service Project**

**Performance Rating Sheet**

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
|  | **Not** | **Does Not Meet** | | **Meets** | **Exceeds** | **Points** | |
| **Evaluation Item** | **Demonstrated** | **Expectations** | | **Expectations** | **Expectations** | **Earned** | |
| **Explanation** | | | | | | | |
| Description of project development and strategies used to implement project | 0 | | 1–8 | 9–18 | 19–25 | |  |
| Appropriate level of chapter member involvement in the project | 0 | | 1–3 | 4–7 | 8–10 | |  |
| Degree of impact on the community and its citizens | 0 | | 1–7 | 8-14 | 15-20 | |  |
| Evidence of publicity received | 0 | | 1–2 | 3–4 | 5 | |  |
| Effective student evaluation of project | 0 | | 1–2 | 3–4 | 5 | |  |
| **Delivery** | | | | | | | |
| Statements are well-organized and clearly stated; appropriate business language used | 0 | | 1–5 | 6-10 | 11-15 | |  |
| Demonstrates self-confidence, poise, assertiveness, and good diction | 0 | | 1–3 | 4–7 | 8–10 | |  |
| Demonstrates the ability to effectively answer questions | 0 | | 1–3 | 4–7 | 8–10 | |  |
| **Subtotal /100 max.** | | | | | | | |
| **Time Penalty** Deduct five (5) points for presentation over seven (7) minutes. Time: | | | | | | | |
| **Total Points /100 max.** | | | | | | | |
| **Report Score /100 max.** | | | | | | | |
| **Final Score /200 max.** | | | | | | | |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| School: |  | | State: |  |
| Judge’s Signature: | |  | Date: |  |

Judge’s Comments:

VERIFICATION

(scores checked)

❑ Administrator

❑ St. Award Comm.

**Computer Animation**

**Performance Rating Sheet**

|  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
|  | | | **Not** | **Does Not Meet** | | **Meets** | | **Exceeds** | **Points** | |
| **Evaluation Item** | | | **Demonstrated** | **Expectations** | | **Expectations** | | **Expectations** | **Earned** | |
| **Development of Project** | | | | | | | | | | |
| Video successfully conveys message outlined in the topic in a way that captivates audience attention | | | 0 | 1–3 | | 4–7 | | 8–10 |  | |
| Information related to topic is accurate | | | 0 | 1–3 | | 4–7 | | 8–10 |  | |
| **Animated Video Production and Elements** | | | | | | | | | | |
| Overall quality of animated video | | | 0 | 1-5 | | 6-10 | | 11-15 |  | |
| Graphics are appropriate and consistent throughout the video | | | 0 | 1-6 | | 7-13 | | 14-20 |  | |
| Editing is seamless and does not seem fragmented | | | 0 | 1–3 | | 4–7 | | 8–10 |  | |
| Multiple animation techniques are utilized | | | 0 | 1–3 | | 4–7 | | 8–10 |  | |
| Video concludes with appropriate credits | | | 0 | 1–3 | | 4–7 | | 8–10 |  | |
| Logical flow of thoughts and seamless transitions | | | 0 | 1-5 | | 6-10 | | 11-15 |  | |
| **Content** | | | | | | | | | | |
| Describes the pre-production process | | | 0 | 1–3 | | 4–7 | | 8–10 |  | |
| Describes the scenario | | | 0 | 1–3 | | 4–7 | | 8–10 |  | |
| Describes the production process | | | 0 | 1–3 | | 4–7 | | 8–10 |  | |
| Describes the post-production process | | | 0 | 1–3 | | 4–7 | | 8–10 |  | |
| Describes software used | | | 0 | 1–3 | | 4–7 | | 8–10 |  | |
| Describes techniques used | | | 0 | 1–3 | | 4–7 | | 8–10 |  | |
| Describes hardware used | | | 0 | 1–3 | | 4–7 | | 8–10 |  | |
| **Delivery** | | | | | | | | | | |
| Statements are well-organized and clearly stated;  appropriate business language used | | | 0 | 1–3 | | 4–7 | | 8–10 |  | |
| Participant(s) demonstrate self-confidence, poise, and good voice projection | | | 0 | 1–3 | | 4–7 | | 8–10 |  | |
| Demonstrates the ability to effectively answer questions | | | 0 | 1–3 | | 4–7 | | 8–10 |  | |
| **Subtotal /200 max.** | | | | | | | | | | |
| **Time Penalty** Deduct five (5) points for presentations over seven (7) minutes. Time: | | | | | | | | | | |
| **Penalty** Deduct five (5) points for failure to follow guidelines. | | | | | | | | | | |
| **Total Points /200 max.** | | | | | | | | | | |
| **Final Score** (add total points and prejudged score) **/300 max.** | | | | | | | | | | |
| Name(s): |  | | | | | | | | |
| School: |  | | | | State: | |  | | |
| Judge’s Signature: | |  | | | Date: | |  | | |

Judge’s Comments:

VERIFICATION

(scores checked)

❑ Administrator

❑ St. Award Comm.

**Desktop Publishing**

**Production Rating Sheet**

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
|  | **Not** | **Does Not Meet** | **Meets** | **Exceeds** | | **Points** |
| **Evaluation Item** | **Demonstrated** | **Expectations** | **Expectations** | **Expectations** | | **Earned** |
| **Content** | | | | | | |
| Output effectively meets goals of the project | 0 | 1–5 | 6-10 | 11-15 | |  |
| Content appropriately addresses the intended  target audience | 0 | 1–3 | 4-7 | 8-10 | |  |
| All pieces show a cohesive tie to one another | 0 | 1–2 | 3-4 | 5 | |  |
| Clear connection to theme throughout materials | 0 | 1–3 | 4-7 | 8-10 | |  |
| Included all information required in project  instructions | 0 | 1–3 | 4-7 | 8-10 | |  |
| **Use of Software Features** | | | | | | |
| Appropriate font selection and application  (including size, spacing, type, etc.) | 0 | 1–2 | 3-4 | 5 | |  |
| Effective use of special effects (including drop cap, shadow, reverse type, watermark, etc.) | 0 | 1–2 | 3-4 | 5 | |  |
| Appropriate use of technology to enhance design and accomplish project goals | 0 | 1–3 | 4-7 | 8-10 | |  |
| **Layout** | | | | | | |
| Effective use of margins, columns, and white space | 0 | 1–2 | 3-4 | | 5 |  |
| Appropriate selection, placement, and  manipulation of graphics | 0 | 1–2 | 3-4 | | 5 |  |
| Applied appropriate alignment, text wrapping,  indenting, and bullets | 0 | 1–2 | 3-4 | | 5 |  |
| Overall design impact is appealing and relates to target audience | 0 | 1–5 | 6-10 | | 11-15 |  |
| **Subtotal /100 max.** | | | | | | |
| **Penalty** **Points** Deduct two (2) points for each spelling, grammatical, capitalization, or typographical error **\_\_\_\_\_** | | | | | | |
| **Penalty Points** Deduct five (5) points for failure to follow guidelines **\_\_\_\_\_** | | | | | | |
| **Total Points /100 max.** | | | | | | |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Name(s)  School: | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | |  |  |
| Judge’s Signature: | |  | Date: |  |

Judge’s Comments:

**Economic Analysis and Decision Making**

VERIFICATION

(scores checked)

❑ Administrator

❑ St. Award Comm.

**Performance Rating Sheet**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
|  | **Not** | **Does Not Meet** | **Meets** | **Exceeds** | **Points** |
| **Evaluation Item** | **Demonstrated** | **Expectations** | **Expectations** | **Expectations** | **Earned** |
| **Content** | | | | | |
| Economic problems are understood and well-defined | 0 | 1–5 | 6–10 | 11–15 |  |
| Alternatives are recognized with pros and cons stated and evaluated | 0 | 1–5 | 6–10 | 11–15 |  |
| Possible solutions are selected with positive and negative aspects of each implementation given | 0 | 1–5 | 6–10 | 11–15 |  |
| Economic decisions are clear | 0 | 1–3 | 4–7 | 8–10 |  |
| **Delivery** | | | | | |
| Statements are well-organized and clearly stated; appropriate business language used | 0 | 1–5 | 6–10 | 11–15 |  |
| Members show self-confidence, poise, and good voice projection | 0 | 1–5 | 6–10 | 11–15 |  |
| Members demonstrate the ability to effectively answer questions | 0 | 1–5 | 6–10 | 11–15 |  |
| **Subtotal /100 max.** | | | | | |
| **Penalty Points** Deduct five (5) points for failure to follow guidelines. | | | | | |
| **Final Score /100 max.** | | | | | |
| **Objective Test Score** (To be used in the event of a tie.) | | | | | |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Name(s): |  | | | |
| School: |  | | State: |  |
| Judge’s Signature: | |  | Date: |  |

Judge’s Comments:

VERIFICATION

(scores checked)

❑ Administrator

❑ NAP

**Emerging Business Issues**

Performance **Rating Sheet**

❐ Preliminary Round ❐ Final Round

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
|  | **Not** | **Does Not Meet** | **Meets** | **Exceeds** | **Points** |
| **Evaluation Item** | **Demonstrated** | **Expectations** | **Expectations** | **Expectations** | **Earned** |
| **Content** | | | | | |
| Understanding of issue/topic | 0 | 1–3 | 4–7 | 8–10 |  |
| **Affirmative Argument** | | | | | |
| Flow and logic of content | 0 | 1–2 | 3–4 | 5 |  |
| Quality of Evidence | 0 | 1–3 | 4–7 | 8–10 |  |
| Persuasiveness | 0 | 1–3 | 4–7 | 8–10 |  |
| Relevance of arguments | 0 | 1–3 | 4–7 | 8–10 |  |
| **Negative Argument** | | | | | |
| Flow and logic of content | 0 | 1–2 | 3–4 | 5 |  |
| Quality of Evidence | 0 | 1–3 | 4–7 | 8–10 |  |
| Persuasiveness | 0 | 1–3 | 4–7 | 8–10 |  |
| Relevance of arguments | 0 | 1–3 | 4–7 | 8–10 |  |
| **Delivery** | | | | | |
| Statements are well-organized and clearly stated; appropriate business language used | 0 | 1–3 | 4–7 | 8–10 |  |
| Demonstrates self-confidence, poise, and good voice projection | 0 | 1–2 | 3–4 | 5 |  |
| Demonstrates the ability to effectively answer questions | 0 | 1–2 | 3–4 | 5 |  |
| **Subtotal /100 max.** | | | | | |
| **Time Penalty** Deduct five (5) points for presentation over seven (7) minutes. Time: | | | | | |
| **Penalty Points** Deduct five (5) points for failure to follow guidelines. | | | | | |
| **Final Score /100 max.** | | | | | |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Name(s): |  | | | |
| School: |  | | State: |  |
| Judge’s Signature: | |  | Date: |  |

Judge’s Comments:

**Financial Analysis and Decision Making**

VERIFICATION

(scores checked)

❑ Administrator

❑ St. Award Comm.

**Performance Rating Sheet**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
|  | **Not** | **Does Not Meet** | **Meets** | **Exceeds** | **Points** |
| **Evaluation Item** | **Demonstrated** | **Expectations** | **Expectations** | **Expectations** | **Earned** |
| **Content** | | | | | |
| Identifies all relevant facts | 0 | 1–7 | 8-14 | 15-20 |  |
| Correctly estimates values and explains assumptions | 0 | 1–5 | 6-10 | 11-15 |  |
| Makes clear and supported recommendations | 0 | 1–7 | 8-14 | 15-20 |  |
| Anticipated results are based on correct reasoning | 0 | 1–5 | 6–10 | 11–15 |  |
| **Delivery** | | | | | |
| Statements are well-organized and clearly stated; appropriate business language used | 0 | 1–3 | 4–7 | 8–10 |  |
| Demonstrates self-confidence, poise, and good voice projection | 0 | 1–3 | 4–7 | 8–10 |  |
| Demonstrates the ability to effectively answer questions | 0 | 1–3 | 4–7 | 8–10 |  |
| **Subtotal /100 max.** | | | | | |
| **Penalty Points** Deduct five (5) points for failure to follow guidelines. | | | | | |
| **Final Score /100 max.** | | | | | |
| **Objective Test Score** (To be used in the event of a tie.) | | | | | |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Name(s): |  | | | |
| School: |  | | State: |  |
| Judge’s Signature: | |  | Date: |  |

Judge’s Comments:

VERIFICATION

(scores checked)

❑ Administrator

❑ SAP

**Financial Services**

**Performance Rating Sheet**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
|  | **Not** | **Does Not Meet** | **Meets** | **Exceeds** | **Points** |
| **Evaluation Item** | **Demonstrated** | **Expectations** | **Expectations** | **Expectations** | **Earned** |
| **Content** | | | | | |
| Problem is understood and well-defined | 0 | 1–7 | 8–14 | 15–20 |  |
| Alternatives are recognized with pros and cons stated and evaluated | 0 | 1–5 | 6–10 | 11–15 |  |
| Logical solution is selected with positive and negative aspects of its implementation given | 0 | 1–5 | 6–10 | 11–15 |  |
| Demonstrates knowledge and understanding of banking and financial systems concepts | 0 | 1–7 | 8–14 | 15–20 |  |
| **Delivery** | | | | | |
| Statements are well-organized and clearly stated; appropriate business language used | 0 | 1–3 | 4–7 | 8–10 |  |
| Demonstrates self-confidence, poise, and good voice projection | 0 | 1–3 | 4–7 | 8–10 |  |
| Demonstrates the ability to effectively answer questions | 0 | 1–3 | 4–7 | 8–10 |  |
| **Subtotal /100 max.** | | | | | |
| **Penalty Points** Deduct five (5) points for failure to follow guidelines. | | | | | |
| **Final Score /100 max.** | | | | | |
| **Objective Test Score** (To be used in the event of a tie.) | | | | | |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Name(s): |  | | | |
| School: |  | | State: |  |
| Judge’s Signature: | |  | Date: |  |

Judge’s Comments:

VERIFICATION

(scores checked)

❑ Administrator

❑ St. Award Comm.

**Future Business Educator**

**Interview Rating Sheet**

❐ **Preliminary Round**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
|  | **Not** | **Does Not Meet** | **Meets** | **Exceeds** | **Points** |
| **Evaluation Item** | **Demonstrated** | **Expectations** | **Expectations** | **Expectations** | **Earned** |
| **Interview** | | | | | |
| Demonstrates poise, maturity, and attitude | 0 | 1–3 | 4–7 | 8–10 |  |
| Demonstrates self-confidence, initiative, and assertiveness | 0 | 1–3 | 4–7 | 8–10 |  |
| Demonstrates the ability to effectively answer questions | 0 | 1–3 | 4–7 | 8–10 |  |
| Demonstrates professionalism | 0 | 1–3 | 4–7 | 8–10 |  |
| **Leadership Ability** | | | | | |
| Explains participation and leadership in PBL | 0 | 1–3 | 4–7 | 8–10 |  |
| Explains participation in other school and/or community organizations | 0 | 1–3 | 4–7 | 8–10 |  |
| Explains and shows areas of outstanding achievement | 0 | 1–3 | 4–7 | 8–10 |  |
| Indicates understanding of career knowledge and career plans | 0 | 1–5 | 6-10 | 11-15 |  |
| **Application Materials** | | | | | |
| Effective application materials (resume and letter of application) | 0 | 1–5 | 6-10 | 11-15 |  |
| **Subtotal /100 max.** | | | | | |
| **Penalty Points** Deduct five (5) points for failure to fully follow the guidelines. | | | | | |
| **Final Score /100 max.** | | | | | |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Name: |  | | | |
| School: |  | | State: |  |
| Judge’s Signature: | |  | Date: |  |

Judge’s Comments:

VERIFICATION

(scores checked)

❑ Administrator

❑ St. Award Comm.

**Future Business Educator**

**Lesson Presentation Rating Sheet**

❐**Final Round**

|  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
|  | | | **Not** | **Does Not Meet** | | **Meets** | | **Exceeds** | **Points** | |
| **Evaluation Item** | | | **Demonstrated** | **Expectations** | | **Expectations** | | **Expectations** | **Earned** | |
| **Lesson Presentation** | | | | | | | | | | |
| Knowledge of subject matter | | | 0 | 1–3 | | 4–7 | | 8–10 |  | |
| Material presented was based on meeting objectives of the lesson | | | 0 | 1–3 | | 4–7 | | 8–10 |  | |
| Quality of the lesson delivery | | | 0 | 1–3 | | 4–7 | | 8–10 |  | |
| Teaching methods used were appropriate for audience and subject | | | 0 | 1–3 | | 4–7 | | 8–10 |  | |
| Expectation of students was reasonable | | | 0 | 1–2 | | 3–4 | | 5 |  | |
| Material presented at the appropriate level for audience | | | 0 | 1–2 | | 3–4 | | 5 |  | |
| Lesson was interesting, motivating, and/or creative | | | 0 | 1–2 | | 3–4 | | 5 |  | |
| Demonstrates professionalism | | | 0 | 1–2 | | 3–4 | | 5 |  | |
| **Unit Plan** | | | | | | | | | | |
| Objectives defined | | | 0 | 1–2 | | 3–4 | | 5 |  | |
| Lesson content outlined with time for each activity defined | | | 0 | 1–3 | | 4–7 | | 8–10 |  | |
| Instructional events identified | | | 0 | 1–3 | | 4–7 | | 8–10 |  | |
| Methods of assessment developed | | | 0 | 1–2 | | 3–4 | | 5 |  | |
| Resources identified | | | 0 | 1–2 | | 3–4 | | 5 |  | |
| Evidence of alignment to NBEA standards | | | 0 | 1–2 | | 3–4 | | 5 |  | |
| **Subtotal /100 max.** | | | | | | | | | | |
| **Penalty** Deduct five (5) points for failure to fully follow the guidelines. | | | | | | | | | | |
| **Final Score /100 max.** | | | | | | | | | | |
| Name: |  | | | | | | | | |
| School: |  | | | | State: | |  | | |
| Judge’s Signature: | |  | | | Date: | |  | | |

Judge’s Comments:

VERIFICATION

(scores checked)

❑ Administrator

❑ St. Award Comm.

**Future Business Executive**

**Interview Materials Rating Sheet**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
|  | **Not** | **Does Not Meet** | **Meets** | **Exceeds** | **Points** |
| **Evaluation Item** | **Demonstrated** | **Expectations** | **Expectations** | **Expectations** | **Earned** |
| **Cover Letter** | | | | | |
| States job for which applying | 0 | 2 | 3 | 4 |  |
| Promotes self in letter. Lists skills, achievements, experience, etc. | 0 | 4 | 6 | 8 |  |
| States that the resume is included with the letter and asks for an interview | 0 | 2 | 3 | 4 |  |
| **Resume** | | | | | |
| Targets job listed on cover letter | 0 | 2 | 3 | 4 |  |
| Professional Layout – categories can be found easily, white space utilized, professional fonts and font sizes | 0 | 4 | 6 | 8 |  |
| Included education, activities, and experience information | 0 | 4 | 6 | 8 |  |
| Brief, concise information | 0 | 2 | 3 | 4 |  |
| **Spelling and Grammar** | | | | | |
| Documents are free of spelling, punctuation, and grammatical errors | 0 | 3 | 7 | 10 |  |
| **Subtotal /50 max.** | | | | | |
| **Penalty Points** Deduct five (5) points for failure to fully follow the guidelines. | | | | | |
| **Final Score /50 max.** | | | | | |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Name: |  | | | |
| School: |  | | State: |  |
| Judge’s Signature: | |  | Date: |  |

Judge’s Comments:

VERIFICATION

(scores checked)

❑ Administrator

❑ St. Award Comm.

**Future Business Executive**

**Interview Rating Sheet**

❐ **Preliminary Round**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
|  | **Not** | **Does Not Meet** | **Meets** | **Exceeds** | **Points** |
| **Evaluation Item** | **Demonstrated** | **Expectations** | **Expectations** | **Expectations** | **Earned** |
| **Interview** | | | | | |
| Demonstrates poise, maturity, and a professional attitude | 0 | 1–3 | 4–7 | 8–10 |  |
| Demonstrates self-confidence, initiative, and assertiveness | 0 | 1–2 | 3–4 | 5 |  |
| Demonstrates the ability to effectively answer questions | 0 | 1–3 | 4–7 | 8–10 |  |
| Demonstrates a proper greeting, introduction, and closing | 0 | 1–2 | 3–4 | 5 |  |
| Demonstrates professionalism | 0 | 1–3 | 4–7 | 8–10 |  |
| **Leadership Ability** | | | | | |
| Explains participation and leadership in PBL | 0 | 1–5 | 6–10 | 11–15 |  |
| Explains participation in other school and/or community organizations | 0 | 1–5 | 6–10 | 11–15 |  |
| Explains and shows areas of outstanding achievement | 0 | 1–5 | 6–10 | 11–15 |  |
| Indicates understanding of career field and outlines career plans | 0 | 1–5 | 6–10 | 11–15 |  |
| **Subtotal /100 max.** | | | | | |
| **Penalty Points** Deduct five (5) points for failure to fully follow the guidelines. | | | | | |
| **Application Materials Score (prejudged) /50 max.** | | | | | |
| **Objective Test Score /100 max.** | | | | | |
| **Final Score /250 max.** | | | | | |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Name: |  | | | |
| School: |  | | State: |  |
| Judge’s Signature: | |  | Date: |  |

Judge’s Comments:

VERIFICATION

(scores checked)

❑ Administrator

❑ St. Award Comm.

**Future Business Executive**

**Interview Rating Sheet**

❐ **Final Round**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
|  | **Not** | **Does Not Meet** | **Meets** | **Exceeds** | **Points** |
| **Evaluation Item** | **Demonstrated** | **Expectations** | **Expectations** | **Expectations** | **Earned** |
| **Interview** | | | | | |
| Demonstrates poise, maturity, and a professional attitude | 0 | 1–3 | 4–7 | 8–10 |  |
| Demonstrates self-confidence, initiative, and assertiveness | 0 | 1–2 | 3–4 | 5 |  |
| Demonstrates the ability to effectively answer questions | 0 | 1–3 | 4–7 | 8–10 |  |
| Demonstrates a proper greeting, introduction, and closing | 0 | 1–2 | 3–4 | 5 |  |
| Demonstrates professionalism | 0 | 1–3 | 4–7 | 8–10 |  |
| **Leadership Ability** | | | | | |
| Explains participation and leadership in PBL | 0 | 1–5 | 6–10 | 11–15 |  |
| Explains participation in other school and/or community organizations | 0 | 1–5 | 6–10 | 11–15 |  |
| Explains and shows areas of outstanding achievement | 0 | 1–5 | 6–10 | 11–15 |  |
| Indicates understanding of career field and outlines career plans | 0 | 1–5 | 6–10 | 11–15 |  |
| **Subtotal /100 max.** | | | | | |
| **Penalty Points** Deduct five (5) points for failure to fully follow the guidelines. | | | | | |
| **Application Materials Score (prejudged) /50 max.** | | | | | |
| **Objective Test Score /100 max.** | | | | | |
| **Final Score /250 max.** | | | | | |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Name: |  | | | |
| School: |  | | State: |  |
| Judge’s Signature: | |  | Date: |  |

Judge’s Comments:

VERIFICATION

(scores checked)

❑ Administrator

❑ St. Award Comm.

**Help Desk**

**Performance Rating Sheet**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
|  | **Not** | **Does Not Meet** | **Meets** | **Exceeds** | **Points** |
| **Evaluation Item** | **Demonstrated** | **Expectations** | **Expectations** | **Expectations** | **Earned** |
| **Problem Identification** | | | | | |
| Describes the situation(s) | 0 | 1–3 | 4–7 | 8–10 |  |
| Problem/incident properly documented | 0 | 1–3 | 4–7 | 8–10 |  |
| Issues a solution or recommendation(s), resolved problem | 0 | 1–5 | 6–10 | 11–15 |  |
| **Technology** | | | | | |
| Basic hardware/software knowledge, used correct terminology | 0 | 1–2 | 3–4 | 5 |  |
| Demonstrates ability to effectively answer client’s technical questions | 0 | 1–3 | 4–7 | 8–10 |  |
| Meets the needs of the client/customer | 0 | 1–3 | 4–7 | 8–10 |  |
| Demonstrates troubleshooting skills and effective investigative methods | 0 | 1–3 | 4–7 | 8–10 |  |
| **Delivery Skills** | | | | | |
| Statements are well organized and clearly stated; appropriate business language used | 0 | 1–2 | 3–4 | 5 |  |
| Demonstrates self-confidence, poise, and good voice projection | 0 | 1–2 | 3–4 | 5 |  |
| Demonstrates ability to effectively answer questions | 0 | 1–3 | 4–7 | 8–10 |  |
| Demonstrates conflict resolution skills | 0 | 1–2 | 3–4 | 5 |  |
| Brings situation to closure | 0 | 1–2 | 3–4 | 5 |  |
| **Subtotal /100 max.** | | | | | |
| **Penalty Points** Deduct five (5) points for failure to follow guidelines. | | | | | |
| **Total Points /100 max.** | | | | | |
| **Objective Test Score** (to be used only in the event of a tie) | | | | | |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Name(s): |  | | | |
| School: |  | | State: |  |
| Judge’s Signature: | |  | Date: |  |

Judge’s Comments:

VERIFICATION

(scores checked)

❑ Administrator

❑ St. Award Comm.

**Hospitality Management**

**Performance Rating Sheet**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
|  | **Not** | **Does Not Meet** | **Meets** | **Exceeds** | **Points** |
| **Evaluation Item** | **Demonstrated** | **Expectations** | **Expectations** | **Expectations** | **Earned** |
| **Content** | | | | | |
| Problem is understood and well-defined | 0 | 1–5 | 6–10 | 11–15 |  |
| Alternatives are recognized with pros and cons stated and evaluated | 0 | 1–5 | 6–10 | 11–15 |  |
| Logical solution is selected with positive and negative aspects of its implementation given | 0 | 1–5 | 6–10 | 11–15 |  |
| Anticipated results are based on correct reasoning | 0 | 1–3 | 4–7 | 8–10 |  |
| **Delivery** | | | | | |
| Statements are well-organized and clearly stated; appropriate business language used | 0 | 1–5 | 6–10 | 11–15 |  |
| Participants demonstrate self-confidence, poise, and good voice projection | 0 | 1–5 | 6–10 | 11–15 |  |
| Demonstrates the ability to effectively answer questions | 0 | 1–5 | 6–10 | 11–15 |  |
| **Subtotal Score /100 max.** | | | | | |
| **Penalty Points** Deduct five (5) points for failure to follow guidelines. | | | | | |
| **Final Score /100 max.** | | | | | |
| **Objective Test Score** (To be used in the event of a tie.) | | | | | |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Name(s): |  | | | |
| School: |  | | State: |  |
| Judge’s Signature: | |  | Date: |  |

Judge’s Comments:

VERIFICATION

(scores checked)

❑ Administrator

❑ St. Award Comm.

**Human Resource Management**

**Performance Rating Sheet**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
|  | **Not** | **Does Not Meet** | **Meets** | **Exceeds** | **Points** |
| **Evaluation Item** | **Demonstrated** | **Expectations** | **Expectations** | **Expectations** | **Earned** |
| **Content** | | | | | |
| Problem is understood and well-defined | 0 | 1–5 | 6–10 | 11–15 |  |
| Alternatives are recognized with pros and cons stated and evaluated | 0 | 1–5 | 6–10 | 11–15 |  |
| Logical solution is selected with positive and negative aspects of its implementation given | 0 | 1–5 | 6–10 | 11–15 |  |
| Anticipated results are based on correct reasoning | 0 | 1–3 | 4–7 | 8–10 |  |
| **Delivery** | | | | | |
| Statements are well-organized and clearly stated; appropriate business language used | 0 | 1–5 | 6–10 | 11–15 |  |
| Demonstrates self-confidence, poise, and good voice projection | 0 | 1–5 | 6–10 | 11–15 |  |
| Demonstrates the ability to effectively answer questions | 0 | 1–5 | 6–10 | 11–15 |  |
| **Subtotal /100 max.** | | | | | |
| **Penalty Points** Deduct five (5) points for failure to follow guidelines. | | | | | |
| **Final Score /100 max.** | | | | | |
| **Objective Test Score** (To be used in the event of a tie.) | | | | | |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Name(s): |  | | | |
| School: |  | | State: |  |
| Judge’s Signature: | |  | Date: |  |

Judge’s Comments:

VERIFICATION

(scores checked)

❑ Administrator

❑ St. Award Comm.

**Impromptu Speaking**

**Performance Rating Sheet**

**❑ Preliminary Round ❑ Final Round**

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
|  | **Not** | **Does Not Meet** | | **Meets** | **Exceeds** | **Points** | |
| **Evaluation Item** | **Demonstrated** | **Expectations** | | **Expectations** | **Expectations** | **Earned** | |
| **Content** | | | | | | | |
| Relation to the topic | 0 | | 1–5 | 6–10 | 11–15 | |  |
| Memorable central theme stated and repeated | 0 | | 1–2 | 3-4 | 5 | |  |
| Supporting information is accurate and appropriate | 0 | | 1–2 | 3-4 | 5 | |  |
| **Organization** | | | | | | | |
| Immediate introduction of topic | 0 | | 1–3 | 4–7 | 8–10 | |  |
| Strong support (body) for topic | 0 | | 1–3 | 4–7 | 8–10 | |  |
| Effective and memorable conclusion | 0 | | 1–3 | 4–7 | 8–10 | |  |
| **Delivery** | | | | | | | |
| Extemporaneous delivery; e.g. not merely read  from the notes | 0 | | 1–5 | 6–10 | 11–15 | |  |
| Effective posture, body language, eye contact, and gestures | 0 | | 1–3 | 4–7 | 8–10 | |  |
| Professional tone, appropriate language  (inflection, pace, emphasis, and enthusiasm) | 0 | | 1–3 | 4–7 | 8–10 | |  |
| Presentation is sincere, interesting, creative,  and convincing | 0 | | 1–3 | 4–7 | 8–10 | |  |
| **Subtotal /100 max.** | | | | | | | |
| **Time Penalty** Deduct five (5) points for presentation under 3:31 or over 4:29 minutes. Time: | | | | | | | |
| **Penalty Points** Deduct five (5) points for failure to follow guidelines. | | | | | | | |
| **Final Score /100 max.** | | | | | | | |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Name: |  | | | |
| School: |  | | State: |  |
| Judge’s Signature: | |  | Date: |  |

Judge’s Comments:

VERIFICATION

(scores checked)

❑ Administrator

❑ St. Award Comm.

****

**Integrated Marketing Campaign**

**Performance Rating Sheet**

**❑ Preliminary Round ❑ Final Round**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
|  | **Not** | **Does Not Meet** | **Meets** | **Exceeds** | **Points** |
| **Evaluation Item** | **Demonstrated** | **Expectations** | **Expectations** | **Expectations** | **Earned** |
| **Approach** | | | | | |
| Suitable opening statement or remarks | 0 | 1–2 | 3–4 | 5 |  |
| Directs consumer’s attention to the market | 0 | 1–4 | 5–7 | 8–10 |  |
| **Market Presentation** | | | | | |
| Target market is clearly and accurately analyzed | 0 | 1–4 | 5-7 | 8-10 |  |
| Analyzes and determines market needs | 0 | 1–4 | 5-7 | 8-10 |  |
| Advertising materials show understanding of the market | 0 | 1–4 | 5-7 | 8-10 |  |
| Campaign stresses product or service benefits that appeal to the target markets | 0 | 1–4 | 5-7 | 8-10 |  |
| Shows creativity | 0 | 1–4 | 5-7 | 8-10 |  |
| Benefits matched to consumer needs | 0 | 1–4 | 5-7 | 8-10 |  |
| **Delivery** | | | | | |
| Statements are well-organized and clearly stated; appropriate business language is used | 0 | 1–4 | 5-7 | 8-10 |  |
| Participant(s) demonstrate self-confidence, poise, and good voice projection | 0 | 1–2 | 3–4 | 5 |  |
| Demonstrates ability to effectively answer questions | 0 | 1–4 | 5-7 | 8-10 |  |
| **Subtotal /100 max.** | | | | | |
| **Penalty Points** Deduct five (5) points for failure to follow guidelines. | | | | | |
| **Final Score /100 max.** | | | | | |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Name(s): |  | | | |
| School: |  | | State: |  |
| Judge’s Signature: | |  | Date: |  |

Judge’s Comments:

VERIFICATION

(scores checked)

❑ Administrator

❑ St. Award Comm.

**Job Interview**

**Interview Materials Rating Sheet**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
|  | **Not** | **Does Not Meet** | **Meets** | **Exceeds** | **Points** |
| **Evaluation Item** | **Demonstrated** | **Expectations** | **Expectations** | **Expectations** | **Earned** |
| **Cover Letter** | | | | | |
| States job for which applying | 0 | 2 | 3 | 4 |  |
| Promotes self in letter. Lists skills, achievements, experience, etc. | 0 | 4 | 6 | 8 |  |
| States that the resume is included with the letter and asks for an interview | 0 | 2 | 3 | 4 |  |
| **Resume** | | | | | |
| Targets job listed on cover letter | 0 | 2 | 3 | 4 |  |
| Professional Layout – categories can be found easily, white space utilized, professional fonts and font sizes | 0 | 4 | 6 | 8 |  |
| Includes education, activities, and experience information | 0 | 4 | 6 | 8 |  |
| Brief, concise information | 0 | 2 | 3 | 4 |  |
| **Spelling and Grammar** | | | | | |
| Documents are free of spelling, punctuation, and grammatical errors | 0 | 3 | 7 | 10 |  |
| **Subtotal /50 max.** | | | | | |
| **Penalty Points** Deduct five (5) points for failure to fully follow the guidelines. | | | | | |
| **Final Score /50 max.** | | | | | |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Name: |  | | | |
| School: |  | | State: |  |
| Judge’s Signature: | |  | Date: |  |

Judge’s Comments:

VERIFICATION

(scores checked)

❑ Administrator

❑ St. Award Comm.

**Job Interview**

**Interview Rating Sheet**

**❑ Preliminary Round ❑ Final Round**

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
|  | **Not** | **Does Not Meet** | | **Meets** | **Exceeds** | **Points** | |
| **Evaluation Item** | **Demonstrated** | **Expectations** | | **Expectations** | **Expectations** | **Earned** | |
| **Professional Presentation** | | | | | | | |
| Demonstrates appropriate nonverbal  communication (eye contact, posture, facial  expressions, body language, smile) | 0 | | 1–3 | 4-7 | 8-10 | |  |
| Demonstrates a strong introduction (smile and  handshake) and closing (thanks interviewer) | 0 | | 1–2 | 3–4 | 5 | |  |
| Demonstrates self-confidence, takes initiative, and is assertive | 0 | | 1–3 | 4–7 | 8–10 | |  |
| Demonstrates professionalism | 0 | | 1–3 | 4-7 | 8-10 | |  |
| **Interview** | | | | | | | |
| Demonstrates the ability to understand and respond to interview questions | 0 | | 1–5 | 6-10 | 11-15 | |  |
| Connects previous experience/activities with  position's duties and skills necessary to succeed  (realistic appraisal of self) | 0 | | 1–5 | 6-10 | 11-15 | |  |
| Possesses knowledge about the position and  career field | 0 | | 1–3 | 4–7 | 8–10 | |  |
| Demonstrates effective communication skills and  uses appropriate grammar | 0 | | 1–5 | 6-10 | 11-15 | |  |
| Participant asks questions that demonstrate  interest in organization and understanding of  position | 0 | | 1–3 | 4-7 | 8-10 | |  |
| **Subtotal /100 max.** | | | | | | | |
| **Penalty Points** Deduct five (5) points for failure to fully follow the guidelines. | | | | | | | |
| **Application Materials Score (prejudged) /50 max.** | | | | | | | |
| **Final Score /150 max.** | | | | | | | |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Name: |  | | | |
| School: |  | | State: |  |
| Judge’s Signature: | |  | Date: |  |

Judge’s Comments:

VERIFICATION

(scores checked)

❑ Administrator

❑ St. Award Comm.

**Management Analysis and Decision Making**

**Performance Rating Sheet**

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
|  | **Not** | **Does Not Meet** | **Meets** | **Exceeds** | | **Points** |
| **Evaluation Item** | **Demonstrated** | **Expectations** | **Expectations** | **Expectations** | | **Earned** |
| **Content** | | | | | | |
| Problem is understood and well-defined | 0 | 1–5 | 6–10 | 11–15 |  | |
| Alternatives are recognized with pros and cons stated and evaluated | 0 | 1–5 | 6–10 | 11–15 |  | |
| Logical solution is selected with positive and negative aspects of its implementation given | 0 | 1–5 | 6–10 | 11–15 |  | |
| Issues presented in case are addressed completely | 0 | 1–5 | 6–10 | 11–15 |  | |
| Management’s decision is clear | 0 | 1–3 | 4–7 | 8–10 |  | |
| **Delivery** | | | | | | |
| Statements are well-organized and clearly stated; appropriate business language used | 0 | 1–3 | 4–7 | 8–10 | |  |
| Members show self-confidence, poise, and good voice projection | 0 | 1–3 | 4–7 | 8–10 | |  |
| Demonstrates the ability to effectively answer questions | 0 | 1–3 | 4–7 | 8–10 | |  |
| **Subtotal /100 max.** | | | | | | |
| **Penalty Points** Deduct five (5) points for failure to follow guidelines. | | | | | | |
| **Final Score /100 max.** | | | | | | |
| **Objective Test Score** (To be used in the event of a tie.) | | | | | | |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Name(s): |  | | | |
| School: |  | | State: |  |
| Judge’s Signature: | |  | Date: |  |

Judge’s Comments:

VERIFICATION

(scores checked)

❑ Administrator

❑ NAP

**Marketing Analysis and Decision Making**

**Performance Rating Sheet**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
|  | **Not** | **Does Not Meet** | **Meets** | **Exceeds** | **Points** |
| **Evaluation Item** | **Demonstrated** | **Expectations** | **Expectations** | **Expectations** | **Earned** |
| **Content** | | | | | |
| Problem is understood and well-defined | 0 | 1–5 | 6–10 | 11–15 |  |
| Alternatives are recognized with pros and cons stated and evaluated | 0 | 1–5 | 6–10 | 11–15 |  |
| Logical solution is selected with positive and negative aspects of its implementation given | 0 | 1–5 | 6–10 | 11–15 |  |
| Anticipated results are based on correct reasoning | 0 | 1–3 | 4–7 | 8–10 |  |
| **Delivery** | | | | | |
| Statements are well-organized and clearly stated; appropriate business language used | 0 | 1–5 | 6–10 | 11–15 |  |
| Participants shows self-confidence, poise, and good voice projection | 0 | 1–5 | 6–10 | 11–15 |  |
| Demonstrates the ability to effectively answer questions | 0 | 1–5 | 6–10 | 11–15 |  |
| **Subtotal /100 max.** | | | | | |
| **Penalty Points** Deduct five (5) points for failure to follow guidelines. | | | | | |
| **Final Score /100 max.** | | | | | |
| **Objective Test Score** (To be used in the event of a tie.) | | | | | |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Name(s): |  | | | |
| School: |  | | State: |  |
| Judge’s Signature: | |  | Date: |  |

Judge’s Comments:

VERIFICATION

(scores checked)

❑ Administrator

❑ St. Award Comm.

**Mobile Application Development**

**Production Rating Sheet**

|  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
|  | | | **Not** | **Does Not Meet** | **Meets** | | | **Exceeds** | **Points** |
| **Evaluation Item** | | | **Demonstrated** | **Expectations** | **Expectations** | | | **Expectations** | **Earned** |
| **Program Usability and Support** | | | | | | | | | |
| Downloadable to mobile device and functional on iPhone, Android, or Microsoft Windows phone | | | 0 | 1–3 | 4-7 | | | 8-10 |  |
| Instructions clear and application can be loaded on phone. | | | 0 | 1–3 | 4-7 | | | 8-10 |  |
| **Game Concept & Design Evaluation** | | | | | | | | | |
| Fully addresses concept and topic | | | 0 | 1–3 | 4-7 | | | 8-10 |  |
| Graphics are appropriate and consistent for concept and age group. | | | 0 | 1–6 | 7-13 | | | 14-20 |  |
| Incorporates social media elements as appropriate to topic | | | 0 | 1–3 | 4-7 | | | 8-10 |  |
| ICON in store or on phone after downloaded is consistent with application | | | 0 | 1–3 | 4-7 | | | 8-10 |  |
| Buttons within application include the landing page (index), a technical support button and at least one other button | | | 0 | 1–3 | 4-7 | | | 8-10 |  |
| Errors did not crash application | | | 0 | 1–3 | 4-7 | | | 8-10 |  |
| Code is well written and logically designed | | | 0 | 1–3 | 4-7 | | | 8-10 |  |
| **Subtotal /100 max.** | | | | | | | | | |
| **Penalty** **Points** Deduct five (5) points for not adhering to Guidelines (maximum of 10 points):  ❑ Statement of Assurance not received ❑ Not submitted as URL ❑ PDF not included **\_\_\_\_\_** | | | | | | | | | |
| **Total Points /100 max.** | | | | | | | | | |
| Name:  School: | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | | | | | State: | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | | |
| Judge’s Signature: | |  | | | | Date: |  | | |

Judge’s Comments:

VERIFICATION

(scores checked)

❑ Administrator

❑ St. Awards Comm.

**Mobile Application Development**

**Performance Rating Sheet**

|  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
|  | | | **Not** | **Does Not Meet** | **Meets** | | | **Exceeds** | **Points** |
| **Evaluation Item** | | | **Demonstrated** | **Expectations** | **Expectations** | | | **Expectations** | **Earned** |
| **Content** | | | | | | | | | |
| Describes the scenario | | | 0 | 1–2 | 3-4 | | | 5 |  |
| Describes the planning process used to design the application | | | 0 | 1–3 | 4-7 | | | 8-10 |  |
| Describes application documentation | | | 0 | 1–2 | 3-4 | | | 5 |  |
| Describes input/output and application parameters | | | 0 | 1–5 | 6-10 | | | 11-15 |  |
| Describes how the application flows | | | 0 | 1-7 | 8-14 | | | 15-20 |  |
| Describes application template or structure | | | 0 | 1–5 | 6-10 | | | 11-15 |  |
| Describes the usefulness of the application | | | 0 | 1–3 | 4-7 | | | 8-10 |  |
| **Delivery** | | | | | | | | | |
| Statements are well-organized and clearly stated; appropriate business language used | | | 0 | 1–2 | 3-4 | | | 5 |  |
| Demonstrates self-confidence, poise, and good voice projection | | | 0 | 1–2 | 3-4 | | | 5 |  |
| Demonstrates the ability to effectively answer questions | | | 0 | 1–3 | 4-7 | | | 8-10 |  |
| **Subtotal /100 max.** | | | | | | | | | |
| **Time Penalty** Deduct five (5) points for presentation over seven (7) minutes  **\_\_\_\_\_** | | | | | | | | | |
| **Total Points /100 max.** | | | | | | | | | |
| **Prejudged score /100 max.** | | | | | | | | | |
| **Final score** (add total points and prejudged score) **/200 max.** | | | | | | | | | |
| Name:  School: | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | | | | | State: | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | | |
| Judge’s Signature: | |  | | | | Date: |  | | |

Judge’s Comments:

VERIFICATION

(scores checked)

❑ Administrator

❑ St. Awards Comm.

**Parliamentary Procedure**

**Performance Rating Sheet**

***Motions:*** *Deduct one point for each mistake in each classification*

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
|  |  |  |  |  |  | **Value** | **Score** |
| **Motions Classification** | **Comments** | | | | |  |  |
| Main |  | | | | | 6 |  |
| Subsidiary |  | | | | | 6 |  |
| Privileged |  | | | | | 6 |  |
| Incidental |  | | | | | 6 |  |
| Bring Again |  | | | | | 6 |  |
| **Motions Performance Subtotal** | | | | | |  |  |
| **Business of the Meeting** | | | | | | | |
| Problem quality (concise, complete, clear, germane) | | | | | | 15 |  |
| Directions followed | | | | | | 5 |  |
| Other business quality | | | | | | 10 |  |
| **Business of the Meeting Performance Subtotal** | | | | | |  |  |
| **General Parliamentary Procedure** | | | | | | | |
| Proper order of business | | | | | | 10 |  |
| Proper use of parliamentary terms | | | | | | 10 |  |
| Clarity of expression and voice projection | | | | | | 5 |  |
| Impartiality of presiding official | | | | | | 5 |  |
| Initiative of members | | | | | | 5 |  |
| Poise, dignity, and appearance | | | | | | 5 |  |
| **General Parliamentary Procedure Performance Subtotal** | | | | | |  |  |
| **Subtotal /100 max.** | | | | | | | |
| **Time Penalty** Deduct one (1) point per full half minute under 8:31 minutes or over 11:29 minutes. Time: | | | | | | | |
| **Penalty Points** Deduct five (5) points for failure to follow guidelines. | | | | | | | |
| **Final Score /100 max.** | | | | | | | |
| **Objective Test Score** (To be used in case of a tie.) | | | | | | | |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Name(s): |  | | | |
| State: |  | | | |
| Judge’s Signature: | |  | Date: |  |

Judge’s Comments:

**Local Chapter Annual Business Report**

VERIFICATION

(scores checked)

❑ Administrator

❑ St. Award Comm.

**Report Rating Sheet**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
|  | **Not** | **Does Not Meet** | **Meets** | **Exceeds** | **Points** |
| **Evaluation Item** | **Demonstrated** | **Expectations** | **Expectations** | **Expectations** | **Earned** |
| **Introduction** | | | | | |
| “State of the Chapter” remarks to current members by chapter president  • Number of members  • Size of school and community | 0 | 1–3 | 4–7 | 8–10 |  |
| **Activities to Benefit Chapter and Its Members** | | | | | |
| Program of Work | 0 | 1–2 | 3–4 | 5 |  |
| Recruitment activities | 0 | 1–2 | 3–4 | 5 |  |
| Leadership development | 0 | 1–2 | 3–4 | 5 |  |
| Career exploration and preparation | 0 | 1–2 | 3–4 | 5 |  |
| Business partnerships | 0 | 1–2 | 3–4 | 5 |  |
| Chapter fundraising | 0 | 1–2 | 3–4 | 5 |  |
| Public relations activities and chapter publicity | 0 | 1–2 | 3–4 | 5 |  |
| **Activities to Benefit Other Individuals and Organizations** | | | | | |
| State and national projects | 0 | 1–3 | 4–7 | 8–10 |  |
| Other community service projects | 0 | 1–3 | 4–7 | 8–10 |  |
| **Conferences and Recognition** | | | | | |
| Participation in PBL conferences | 0 | 1–3 | 4–7 | 8–10 |  |
| Other chapter and individual recognitions earned | 0 | 1–2 | 3–4 | 5 |  |
| Competitive event winners and participants | 0 | 1–2 | 3–4 | 5 |  |
| **Report Format** | | | | | |
| Clear and concise presentation with logical arrangement of information following the rating sheet categories | 0 | 1–2 | 3–4 | 5 |  |
| Correct grammar, punctuation, spelling, and acceptable business style | 0 | 1–2 | 3–4 | 5 |  |
| Design and graphics are appropriate for purpose | 0 | 1–2 | 3–4 | 5 |  |
| **Subtotal /100 max.** | | | | | |
| **Penalty** **Points:** Deduct five (5) points each for not adhering to Report Guidelines (maximum of twenty [20] points):  ❑ cover incorrect ❑ missing table of contents ❑ binding incorrect ❑ over fifteen (15) pages, pasted items❑ no page numbers in report ❑ report format does not follow rating sheet **\_\_\_\_\_** | | | | | |
| **Total Points /100 max.** | | | | | |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| School: |  | | State: |  |
| Judge’s Signature: | |  | Date: |  |

Judge’s Comments:

**Sales Presentation**

VERIFICATION

(scores checked)

❑ Administrator

❑ St. Award Comm.

**Performance Rating Sheet**

❐ Preliminary Round ❐ Final Round

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
|  | **Not** | **Does Not Meet** | **Meets** | **Exceeds** | **Points** |
| **Evaluation Item** | **Demonstrated** | **Expectations** | **Expectations** | **Expectations** | **Earned** |
| **Approach** | | | | | |
| Suitable opening, statement or remarks | 0 | 1–2 | 3–4 | 5 |  |
| Direct customer’s attention to merchandise | 0 | 1–2 | 3–4 | 5 |  |
| **Product Presentation** | | | | | |
| Questions involve customer | 0 | 1–3 | 4–7 | 8–10 |  |
| Analyzes and determines customer needs | 0 | 1–3 | 4–7 | 8–10 |  |
| Interest in customer as an individual | 0 | 1–3 | 4–7 | 8–10 |  |
| Adequate knowledge of product features | 0 | 1–3 | 4–7 | 8–10 |  |
| Create interest and desire for product | 0 | 1–3 | 4–7 | 8–10 |  |
| Benefits matched to customer needs | 0 | 1–3 | 4–7 | 8–10 |  |
| **Suggestion Selling** | | | | | |
| Suggestion selling used | 0 | 1–3 | 4–7 | 8–10 |  |
| **Handling Objections** | | | | | |
| Welcomes and listens to all objections | 0 | 1–2 | 3–4 | 5 |  |
| **Closing** | | | | | |
| Take advantage of customer reactions | 0 | 1–2 | 3–4 | 5 |  |
| Handles and overcomes objections with respect | 0 | 1–2 | 3–4 | 5 |  |
| Closes the sale | 0 | 1–2 | 3–4 | 5 |  |
| **Total Points**  **/100 max.** | | | | | |
| **Penalty Points** Deduct five (5) points for failure to follow guidelines. | | | | | |
| **Final Score**  **/100 max.** | | | | | |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Name(s): |  | | | |
| School: |  | | State: |  |
| Judge’s Signature: | |  | Date: |  |

Judge’s Comments:

**Small Business Management Plan**

VERIFICATION

(scores checked)

❑ Administrator

❑ St. Award Comm.

**Report Rating Sheet**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
|  | **Not** | **Does Not Meet** | **Meets** | **Exceeds** | **Points** |
| **Evaluation Item** | **Demonstrated** | **Expectations** | **Expectations** | **Expectations** | **Earned** |
| **Content** | | | | | |
| Executive Summary  • Convinces reader business concept is sound and has a reasonable chance of success  • Is concise and effectively written | 0 | 1–7 | 8–14 | 15–20 |  |
| Company Description  • Legal form of business  • Effective date of business  • Company mission statement/vision  • Company governance  • Company location(s)  • Immediate development goals  • Overview of company’s financial status | 0 | 1–7 | 8–14 | 15–20 |  |
| Industry Analysis  • Description of industry (size, growth rates, nature of competition, history)  • Trends and strategic opportunities within industry | 0 | 1–5 | 6–10 | 11–15 |  |
| Target Market  • Target market defined (size, growth potential, needs)  • Effective analysis of market’s potential, current patterns, and sensitivities | 0 | 1–5 | 6–10 | 11–15 |  |
| Competition  • Key competitors identified  • Effective analysis of competitors’ strengths and weaknesses  • Potential future competitors  • Barriers to entry for new competitors identified | 0 | 1–5 | 6–10 | 11–15 |  |
| Marketing Plan and Sales Strategy  • Key message to be communicated identified  • Options for message delivery identified and analyzed  • Sales procedures and methods defined | 0 | 1–5 | 6–10 | 11–15 |  |
| Operations  • Business facilities described  • Production plan defined and analyzed  • Workforce plan defined and analyzed  • Impact of technology | 0 | 1–5 | 6–10 | 11–15 |  |
| Management and Organization  • Key employees/principals identified and described  • Board of directors, advisory committee, consultants, and other human resources identified and described  • Plan for identifying, recruiting, and securing key participants described  • Compensation and incentives plan | 0 | 1–5 | 6–10 | 11–15 |  |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Long-term Development  • Long-term goals identified and documented  • Risks and potential adverse results identified and analyzed  • Strategy in place to take business toward long-term goals | 0 | 1–5 | 6–10 | 11–15 |  |
| Financials  • Type of accounting system to be used is identified  • Financial projections, including monthly cash flow projections, are identified and reasonable  • Financial assumptions clearly identified | 0 | 1–7 | 8–14 | 15– 20 |  |
| Supporting Documents  • May include works cited page, certifications, licenses, tax requirements, codes, technical descriptions, advance contracts, endorsements, etc. | 0 | 1–5 | 6–10 | 11–15 |  |
| **Format** | | | | | |
| Clear and concise presentation with logical arrangements of information | 0 | 1–3 | 4–7 | 8–10 |  |
| Correct grammar, punctuation, spelling, and acceptable business style | 0 | 1–3 | 4–7 | 8–10 |  |
| **Subtotal /200 max.** | | | | | |
| **Penalty** **Points:** Deduct five (5) points each for not adhering to Report Guidelines (maximum of twenty [20] points):  ❑ cover incorrect ❑ missing table of contents ❑ binding incorrect ❑ over thirty (30) pages, pasted items❑ no page numbers in report ❑ report format does not follow rating sheet **\_\_\_\_\_** | | | | | |
| **Total Points** **/200 max.** | | | | | |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Name(s): |  | | | |
| School: |  | | State: |  |
| Judge’s Signature: | |  | Date: |  |

Judge’s Comments:

VERIFICATION

(scores checked)

❑ Administrator

❑ St. Award Comm.

**Social Media Campaign**

**Performance Rating Sheet**

❐ Preliminary Round ❐ Final Round

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
|  | **Not** | **Does Not Meet** | **Meets** | **Exceeds** | **Points** |
| **Evaluation Item** | **Demonstrated** | **Expectations** | **Expectations** | **Expectations** | **Earned** |
| **Design and Distribution** | | | | | |
| Overall campaign is aesthetically appealing | 0 | 1–7 | 8–14 | 15–20 |  |
| Campaign is consistent across all platforms | 0 | 1–3 | 4–7 | 8–10 |  |
| Campaign shows creativity, originality, and supports theme | 0 | 1–7 | 8–14 | 15–20 |  |
| High level of interactivity and engagement | 0 | 1–3 | 4–7 | 8–10 |  |
| **Content** | | | | | |
| Product/service message is clear | 0 | 1–5 | 6-10 | 11-15 |  |
| Theme fully and effectively developed. Solution adequately addresses assigned topic | 0 | 1–5 | 6-10 | 11-15 |  |
| Explains the development, creative design, implementation, and distribution process | 0 | 1–5 | 6-10 | 11-15 |  |
| Benefits matched to customer and prospect needs | 0 | 1–5 | 6-10 | 11-15 |  |
| Copyright information noted, if applicable | 0 | 1–5 | 6-10 | 11-15 |  |
| **Presentation/Delivery** | | | | | |
| Graphic design, when used, shows creativity, originality, and supports | 0 | 1–3 | 4–7 | 8–10 |  |
| Additional technologies: e.g. videos, linked social media pages used appropriately | 0 | 1–3 | 4–7 | 8–10 |  |
| Campaign elements gain attention and have eye appeal | 0 | 1–3 | 4–7 | 8–10 |  |
| Format is consistent and appropriate | 0 | 1–3 | 4–7 | 8–10 |  |
| Statements are well organized and appropriate | 0 | 1–3 | 4–7 | 8–10 |  |
| Demonstrates self-confidence, poise, and good voice projection | 0 | 1-2 | 3-4 | 5 |  |
| Demonstrate the ability to effectively answer questions | 0 | 1–3 | 4–7 | 8–10 |  |
| **Subtotal /200 max.** | | | | | |
| **Penalty Points:** Deduct five (5) points for presentation over seven (7) minutes. | | | | | |
| **Penalty Points:** Deduct five (5) points for not following Guidelines. | | | | | |
| **Total Points /200 max.** | | | | | |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Name(s): |  | | | |
| School: |  | | State: |  |
| Judge’s Signature: | |  | Date: |  |

Judge’s Comments:

**Strategic Analysis and Decision Making**

VERIFICATION

(scores checked)

❑ Administrator

❑ St. Award Comm.

**Performance Rating Sheet**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
|  | **Not** | **Does Not Meet** | **Meets** | **Exceeds** | **Points** |
| **Evaluation Item** | **Demonstrated** | **Expectations** | **Expectations** | **Expectations** | **Earned** |
| **Content** | | | | | |
| External and internal situation analysis are clearly developed and articulated | 0 | 1–5 | 6–10 | 11–15 |  |
| Industry situation is considered and strategy considers the basic nature of the industry | 0 | 1–5 | 6–10 | 11–15 |  |
| Possible strategies are developed with appropriate alternatives provided | 0 | 1–5 | 6–10 | 11–15 |  |
| Stakeholders concerns are addressed | 0 | 1–3 | 4–7 | 8–10 |  |
| **Delivery** | | | | | |
| Statements are well-organized and clearly stated; appropriate business language used | 0 | 1–5 | 6–10 | 11–15 |  |
| Shows self-confidence, poise, and good voice projection | 0 | 1–5 | 6–10 | 11–15 |  |
| Demonstrates the ability to effectively answer questions | 0 | 1–5 | 6–10 | 11–15 |  |
| **Subtotal /100 max.** | | | | | |
| **Penalty Points** Deduct five (5) points for failure to follow guidelines. | | | | | |
| **Final Score /100 max.** | | | | | |
| **Objective Test Score** (To be used in the event of a tie.) | | | | | |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Name(s): |  | | | |
| School: |  | | State: |  |
| Judge’s Signature: | |  | Date: |  |

Judge’s Comments:

VERIFICATION

(scores checked)

❑ Administrator

❑ NAP

**Website Design**

**Production Rating Sheet**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
|  | **Not** | **Does Not Meet** | **Meets** | **Exceeds** | **Points** |
| **Evaluation Item** | **Demonstrated** | **Expectations** | **Expectations** | **Expectations** | **Earned** |
| **Page Layout and Design** | | | | | |
| Overall design is aesthetically appealing | 0 | 1–7 | 8–14 | 15–20 |  |
| Design is consistent across all pages | 0 | 1–3 | 4–7 | 8–10 |  |
| Design shows creativity, originality, and supports theme | 0 | 1–3 | 4–7 | 8–10 |  |
| Design maintains a high level of usability | 0 | 1–3 | 4–7 | 8–10 |  |
| Design developed without use of templates | 0 | 1–3 | 4–7 | 8–10 |  |
| **Content** | | | | | |
| Proper use of grammar, spelling, punctuation, etc. | 0 | 1–3 | 4-7 | 8-10 |  |
| Copyright laws have been followed, permissions are cited on the Web site | 0 | 1-5 | 6-10 | 11-15 |  |
| Product/service/message is clear | 0 | 1–10 | 11–20 | 21–30 |  |
| Theme fully and effectively developed. Solution adequately addresses assigned topic | 0 | 1–10 | 11–20 | 21–30 |  |
| **Technical** | | | | | |
| Site is compatible with multiple platforms | 0 | 1–3 | 4–7 | 8–10 |  |
| Overall code—readability, white space, semantic, efficient, separation of structure | 0 | 1-5 | 6-10 | 11-15 |  |
| Site interactivity functions and is error-free | 0 | 1–3 | 4–7 | 8–10 |  |
| Additional technologies; e.g. Flash, JavaScript, etc. are used appropriately | 0 | 1–3 | 4–7 | 8–10 |  |
| Site is compatible with multiple browser variants | 0 | 1–3 | 4–7 | 8–10 |  |
| **Subtotal /200 max.** | | | | | |
| **Penalty Points** Deduct five (5) points for not following guidelines. | | | | | |
| **Penalty Points** Deduct five (5) points for no Statement of Assurance | | | | | |
| **Total Points /200 max.** | | | | | |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Name(s): |  | | | |
| School: |  | | State: |  |
| Judge’s Signature: | |  | Date: |  |

Judge’s Comments:

VERIFICATION

(scores checked)

❑ Administrator

❑ St. Award Comm.

**Website Design**

**Performance Rating Sheet**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
|  | **Not** | **Does Not Meet** | **Meets** | **Exceeds** | **Points** |
| **Evaluation Item** | **Demonstrated** | **Expectations** | **Expectations** | **Expectations** | **Earned** |
| **Content** | | | | | |
| Describes the development of the topic | 0 | 1–6 | 6-10 | 11-15 |  |
| Explains the development and design process | 0 | 1–6 | 6-10 | 11-15 |  |
| Explains the use of your social media element  and why this was selected | 0 | 1–6 | 6-10 | 11-15 |  |
| Explains the development of media elements  (graphics, video, audio, etc.) | 0 | 1–6 | 6-10 | 11-15 |  |
| Copyright information is noted in the credits | 0 | 1–3 | 4–7 | 8–10 |  |
| **Delivery** | | | | | |
| Statements are well-organized and clearly stated | 0 | 1–3 | 4–7 | 8–10 |  |
| Demonstrates ability to effectively answer questions | 0 | 1–3 | 4–7 | 8–10 |  |
| Demonstrate self-confidence, poise, and good voice projection | 0 | 1–3 | 4–7 | 8–10 |  |
| **Subtotal** **/100 max.** | | | | | |
| **Time Penalty** Deduct five (5) points for presentations over seven (7) minutes. Time: | | | | | |
| **Penalty Points** Deduct five (5) points for failure to follow guidelines. | | | | | |
| **Total Points** **/100 max.** | | | | | |
| **Prejudged Score**  **/200 max.** | | | | | |
| **Final Score** (add total points and prejudged score) **/300 max.** | | | | | |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Name(s): |  | | | |
| School: |  | | State: |  |
| Judge’s Signature: | |  | Date: |  |

Judge’s Comments:

VERIFICATION

(scores checked)

❑ Administrator

❑ St. Award Comm.

**WHO'S WHO IN FLORIDA PBL**

Student Evaluation Judges' Evaluation

\* Years of participation in PBL activities \_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_

(5 points per year--maximum of 6 years)

\* Offices held at local level (10 per office) \_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_

(president, vice pres., secretary, treasurer, historian, reporter, parliamentarian)

\* Offices held at district level (15 per office) \_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_

(president, vice pres., secretary, treasurer, historian, reporter, parliamentarian)

\* Offices held at state level (20 per office) \_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_

(president, vice pres., secretary, parliamentarian)

\* Offices held at national level (25 per office) \_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_

(president, vice pres., secretary, treasurer, parliamentarian)

\* Individual or team competitive events participated in \_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_

at district level (5 per event--maximum 30)

\* Individual or team competitive events participated in \_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_

at state level (10 per event--maximum 40)

\* Individual or team competitive events participated in \_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_

at national level (20 per event--maximum 60)

\* Contributions to chapter service projects \_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_

(5 per project--maximum 50)

(A service project is an activity which was not a part of a required course)

\* Contributions to state projects (10 per project-- \_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_

maximum of 50 points)

\* Contributions to national projects (20 per project-- \_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_

maximum of 60 points)

\* Participation in other PBL activities (5 per activity-- \_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_

maximum of 30 points)

\* Activities, awards, and honors outside PBL \_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_

(5 points per activity--maximum of 30 points)

\* Appearance of Report

Organization ( 5 points maximum) \_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_

Arrangement ( 5 points maximum) \_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_

Neatness ( 5 points maximum) \_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_

Grammar and Spelling (10 points maximum) \_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_

TOTAL POINTS \_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_

Student \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ School \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Judge’s Signature\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Judge’s Comments:

**Service Projects and other Activities Certification**

PARTICIPANT'S NAME \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

SCHOOL \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

CHAPTER ADVISER'S NAME \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

I certify that the member named above did participate in the service projects and other activities for which points are being claimed.

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signature of Participant Date

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signature of Adviser Date