

面试评审委员姓名 Interview Panel Member Name: \_\_\_\_\_

### 求职面试评分表 Interview Scoring Rubric

<b>应聘者姓名</b> <b>Applicant's Name</b>						
<b>申请职位 Job Position</b>						
<b>评分标准 Scoring Criteria</b>	<b>5- Excellent</b>	<b>4- Very Good</b>	<b>3- Good</b>	<b>2- OK</b>	<b>1- Insufficient</b>	<b>Comments</b>
<b>1. 礼仪、仪表 Presentation</b> Dresses professionally, makes eye contact, uses appropriate body language when necessary.						
<b>2. 面试准备 Interview Preparation</b> Knowledgeable of the Green Ideas Inc (e.g., company history/mission), understands job expectations, prepared examples for commonly asked interview questions and pertinent questions for the interviewers, overall demonstrates preparedness for the job.						
<b>3. 回答内容 Content of Answers</b> Understands interview questions and provides relevant information with supporting details at paragraph level, relates job expectations to personal work experience/educational backgrounds/skills, persuasive and passionate when presenting ideas,						

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presents ideas logically and succinctly.						
<b>4. 词汇和语法 Vocabulary &amp; Grammar</b> Uses appropriate academic/specialized vocabulary, uses complex/varied sentence structures. Errors generally do not obscure comprehension. Discourse connectors (e.g., 另一方面,从X方面来说, 总之) are used to make the transitions of ideas smoothly. Uses appropriate vocabulary and grammar (e.g., 假使我是……、倘若发生这样的情况我将会……, 即便如此……) to answer questions about hypothetical situations.						
<b>5. 求职态度与文化意识 Attitude &amp; Cultural Awareness</b> Demonstrates motivation, determination, sincerity, passion, maturity. Answers demonstrate awareness of the culture of a working environment in China (e.g., being humble, do not challenge the superiors)						
<b>总分Total Points</b>						
<b>最终决定Final Decision (录用、试用、不录用)</b>						