

27/1/2025

FACULTY OF SOCIAL SCIENCE AND HUMANITIES
 DEPARTMENT OF LANGUAGES

BJEL2013/2913 ENGLISH FOR CAREER PREPARATION
 CONTINUOUS ASSESSMENT 3
 Job Interview Scoresheet

| | | | | | | | | | | | | | | | | |
|---|------------------------|-------------------------|-------------------------|----|-------------------|------------------------------|---------------------|---|-----------------------|---|---|---|---|---|---|---|
| NAME: _____ | | PROGRAMME: _____ | | | | TUTORIAL GROUP: _____ | | | | | | | | | | |
| CRITERIA | SCORE | | | | | | | | TOTAL/COMMENTS | | | | | | | |
| Language (40 marks) | Proficient User | | Independent User | | Basic User | | Limited User | | | | | | | | | |
| Elocution | 10 | 9 | 8 | 7 | 6 | 5 | 4 | 3 | | 2 | 1 | | | | | |
| Flow & Fluency | 15 | 14 | 13 | 12 | 11 | 10 | 9 | 8 | | 7 | 6 | 5 | 4 | 3 | 2 | 1 |
| Language control | 15 | 14 | 13 | 12 | 11 | 10 | 9 | 8 | | 7 | 6 | 5 | 4 | 3 | 2 | 1 |
| | | | | | | | | | | | | | | | | |
| Communicative Ability (15 marks) | Proficient User | | Independent User | | Basic User | | Limited User | | | | | | | | | |
| | 15 | 14 | 13 | 12 | 11 | 10 | 9 | 8 | | 7 | 6 | 5 | 4 | 3 | 2 | 1 |
| Speaks very confidently Gives immediate response to questions Good development of content | | | | | | | | | | | | | | | | |
| | | | | | | | | | | | | | | | | |
| Presentation (10 marks) | Proficient User | | Independent User | | Basic User | | Limited User | | | | | | | | | |
| | 10 | 9 | 8 | 7 | 6 | 5 | 4 | 3 | | 2 | 1 | | | | | |
| Clothing Grooming Professionalism Eye contact Posture | | | | | | | | | | | | | | | | |
| | | | | | | | | | | | | | | | | |
| Content (35 marks) | Proficient User | | Independent User | | Basic User | | Limited User | | | | | | | | | |
| General knowledge; knowledge of position applied for and company background | 10 | 9 | 8 | 7 | 6 | 5 | 4 | 3 | | 2 | 1 | | | | | |
| Qualification and/or experience relevant to the post applied for | 10 | 9 | 8 | 7 | 6 | 5 | 4 | 3 | | 2 | 1 | | | | | |
| Critical thinking and problem-solving skills | 10 | 9 | 8 | 7 | 6 | 5 | 4 | 3 | | 2 | 1 | | | | | |
| Overall Effectiveness of Resume | 5 | | 4 | | | 3 | 2 | | | 1 | | | | | | |
| GRAND TOTAL (100 marks) | | | | | | | | | | | | | | | | |