

ACAP Interviewer's Rating Worksheet

Please use the following worksheet to rate the potential ACAP participant. Please submit these pages along with other notes you have to the Interview Coordinator.

Student's Name: _____

Rating (Include points for each "Area" listed)

Area	Max Points	Your Rating This Section
Knowledge of and interest in ACAP : Heard about ACAP (5) Prepared for the Interview (5) Aspects of ACAP that appealed to him/her (5)	15	
Motivation, Interest, Attributes: Expressed short-term career goals and how to achieve (10) Expressed greatest strengths/areas for improvement (10) Motivated by (5) Favorite subject in high school and why (5) Learned from extra-curricular activities; from mistakes (5) Described "success" to them (5) Expressed interest in job shadowing or internship opportunity (5)	45	
Interpersonal Skills: Described ideal work environment (5) Described how well he/she gets along with other students (10) Described how well he/she gets along with teachers and/or administrators (5)	20	
Teamwork (Scenarios): Working with other students (5) What he/she did when other student(s) didn't do (5) Misinterpreted directions and what he/she did (10)	20	
Observations: Overall presence (dress, language, demeanor, responsiveness), (10) Ability to communicate (5) Ability to follow directions (5)	20	
Total Scores this Section (all students)	120	

Returning Students Only

Area	Max Points	Your Rating This Section
Rating the following: Reason for reapplying to ACAP (10) Expressed interest in majoring in Accounting or related fields (5) Continued participation in ACAP will help to achieve career goals (5) Actively involved in promoting ACAP (post-ACAP), (5) Will help track progress in high school and college (5)	30	
Sub-total for this section (Returning Students only)	30	
Total Scores	150	

Student: _____

Interviewer: _____

Date: _____

Interviewer's Recommendation for ACAP: ___ Yes ___ Maybe ___ No

Your two emergency contacts:

Name _____
Phone Number _____
Email Address: _____

Name _____
Phone Number _____
Email Address: _____

Interviewer's Notes

Student: _____

High School: _____

Classification: _____; GPA: _____

Interviewer's Name: _____

Describe Student's Personality Type (example: introvert, extrovert, shy, charismatic, internally motivated, etc.)

Special Notes: