Puesto: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ **Candidato:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**En total: /100 pts**

|  |  |  |  |
| --- | --- | --- | --- |
| **(20 %) Los fases de la entrevista (3pts each)** | Incluído :  ***2 pts*** | ¿Hablaron con fluidez?  ***1 pt*** | (Comentarios:) **Total Pts:**  **\_\_\_\_/20** |
| Saludo | Sí o no | Sí o no | *Shook hands, stated name, wait/ask to sit* |
| Charla informal | Sí o no | Sí o no | #1 or #15- (Transitioning) |
| Comportamiento | Sí o no | Sí o no | *Attentitve, sitting properly, knows expectations* |
| Final de la entrevista | Sí o no | Sí o no | Asked: Listen/respond: |
| Despedida: Gracias por… | Sí o no | Sí o no | Entrevistador ended it: Thanks for: |
| *\*****Formal: use of usted*** | Consistant? **5pts** | INconsistent? **3pts** | Nunca **1pt** Assume you know what it is. |

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**(50%) El comportamiento:** Mín. de 6 preguntas **Total pts: 50 pts**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Fluency (10pts)** | **Vocabulary (10pts)** | **General Grammar (10pts)** | **Verb Forms / Tenses (10pts)** | **Complex sentences (10pts)** |
| Ideas connect from one thought to another. It is easy for the listener to follow your conversation. Very few pauses… and if so, not long. | It’s relative to the topic and a variety is used. | Know the basic structures, genders, plural, etc..  Plus … know how pronouns work. | Speaking in the proper tense: **Present, Past or Future**  And know **who or what is** doing the action. | Ability to not only speak Spanish in its basic form, but also uses: clauses (que, lo que, cuyo, para que, quiero que, etc..) |
| Ex MB B NM | Ex MB B NM | Ex MB B NM | Ex MB B NM | Ex MB B NM |

**Grammar**: *(50pts)*  ***EX*** *10 pts* ***MB***  *8 pts* ***B*** *7 pts* ***NM*** *6 pts*

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Pres: Past: Fut: Cond:  Subj:  **Basic**: *y, pero, sino*  **Simple**: *que, quien,* **Complex**: *subj.* | Pres: Past: Fut: Cond:  Subj:  **Basic**: *y, pero, sino*  **Simple**: *que, quien,* **Complex**: *subj.* | Pres: Past: Fut: Cond:  Subj:  **Basic**: *y, pero, sino*  **Simple**: *que, quien,* **Complex**: *subj.* | Pres: Past: Fut: Cond:  Subj:  **Basic**: *y, pero, sino*  **Simple**: *que, quien,* **Complex**: *subj.* | Pres: Past: Fut: Cond:  Subj:  **Basic**: *y, pero, sino*  **Simple**: *que, quien,* **Complex**: *subj.* | Pres: Past: Fut: Cond:  Subj:  **Basic**: *y, pero, sino*  **Simple**: *que, quien,* **Complex**: *subj.* |

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| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Question #** | Ex | MB | B | NM | Nada |  | **Question #** | Ex | MB | B | NM |  | Nada |  |
| 1 or 15 |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  | 21 or 22 |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |

**(30%) Content: How well did you answer?** (30 pts/ 5pts each) (one chance to pass a question)

**Layer B** Nombre: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Cover letter: (30 pts)**

|  |  |  |  |
| --- | --- | --- | --- |
| 6 points to the letter:  Your address (#/email)  Date  Recipient’s address  Salutation  Body  Despedida |  | Pts. poss.  6 | Pts.  Received |
| Body of the letter: 3 paragraphs  Who are you?  Personal experience included?  Closure included? |  | 4 |  |
| Fluency | Easy to read  Minimal first language interference  Appropriately addressed  Each paragraph expands on the main idea – detailed and supported | 5 |  |
| Grammar | Excellent with basic structure  Use of complex sentences  Excellent spelling | 5 |  |

**20**

**Resume: (60 pts)**

|  |  |  |  |
| --- | --- | --- | --- |
| 6 points to the resume:  Direccion y numeros  El puesto:  datos academicos  experiencia profesional  idiomas  aficiones |  | Pts. poss.  5 | Pts.  Received |
| Grammar/Spelling | Easy to read  Minimal first language interference  Neatly written  Very well organized | 5 |  |

**10**

**Total points \_\_\_\_\_ /2= \_\_\_\_\_\_\_**