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PBL ACCOUNTING ANALYSIS & DECISION MAKING

Performance Rating Sheet

Final Round

Evaluation Item	Not Demonstrated	Does Not Meet Expectations	Meets Expectations	Exceeds Expectations	Points 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					
Thoughts and statements are well-organized and clearly stated; appropriate business language used	0	1-3	4-7	8-10	
Shows 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.
Dress Code Penalty: Deduct five points when dress code is not followed.					
Penalty Points: Deduct five 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:



PBL BUSINESS COMMUNICATION
Production Rating Sheet

Evaluation Item	Not Demonstrated	Does Not Meet Expectations	Meets Expectations	Exceeds Expectations	Points 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 Score					/100 max.

Name: _____

School: _____ State: _____

Judge's Signature: _____ Date: _____

Judge's Comments:

PBL RATING SHEETS



PBL BUSINESS DECISION MAKING
Performance Rating Sheet

Final Round

Evaluation Item	Not Demonstrated	Does Not Meet Expectations	Meets Expectations	Exceeds Expectations	Points 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	1-5	6-10	11-15	
Delivery					
Thoughts and statements are well organized and clearly stated; appropriate business language is used	0	1-5	6-10	11-15	
Team members demonstrate self-confidence, poise, and good voice projection	0	1-3	4-7	8-10	
All team members actively participate during the presentation	0	1-2	3-4	5	
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.					
Dress Code Penalty Deduct five (5) points when dress code is not followed.					
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:



PBL BUSINESS ETHICS

Performance Rating Sheet

Preliminary Round

Final Round

Evaluation Item	Not Demonstrated	Does Not Meet Expectations	Meets Expectations	Exceeds Expectations	Points 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	1-3	4-7	8-10	
Team's position is clearly stated	0	1-3	4-7	8-10	
Effective ethical solution is offered	0	1-5	6-10	11-15	
Questions answered completely and effectively	0	1-3	4-7	8-10	
Written case synopsis submitted and understood	0	1-5	6-10	11-15	
Delivery					
Thoughts and 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	
All team members actively participate in the presentation	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. _____					
Dress Code Penalty Deduct five (5) points when dress code is not followed. _____					
Total Points					/100 max.
Final Score					/100 max.

Name(s): _____

School: _____ State: _____

Judge's Signature: _____ Date: _____

Judge's Comments:

PBL RATING SHEETS



PBL BUSINESS PRESENTATION

Performance Rating Sheet

Preliminary Round

Final Round

Evaluation Item	Not Demonstrated	Does Not Meet Expectations	Meets Expectations	Exceeds Expectations	Points Earned
Content					
Presentation clearly related to topic	0	1-3	4-7	8-10	
Purpose clearly stated	0	1-3	4-7	8-10	
Effectively uses a variety of features of program 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	
Amount of information is appropriate and timing of presentation is coordinated with delivery	0	1-3	4-7	8-10	
Suitability and accuracy of statements in presentation	0	1-2	3-4	5	
Organization					
Topic adequately developed	0	1-3	4-7	8-10	
Logical sequence of ideas	0	1-3	4-7	8-10	
Accomplished purpose	0	1-3	4-7	8-10	
Delivery					
Thoughts and statements are well-organized and clearly stated; appropriate business language used	0	1-2	3-4	5	
Demonstrates ability to effectively answer questions	0	1-2	3-4	5	
Demonstrates self-confidence, poise, assertiveness, and good voice projection	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.					
Dress Code Penalty Deduct five (5) points when dress code is not followed.					
Final Score					/100 max.

Name(s): _____

School: _____ State: _____

Judge's Signature: _____ Date: _____

Judge's Comments:



PBL CLIENT SERVICE
Performance Rating Sheet

Preliminary Round

Final Round

Evaluation Item	Not Demonstrated	Does Not Meet Expectations	Meets Expectations	Exceeds Expectations	Points 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					
Thoughts and statements are well organized and clearly stated	0	1-5	6-10	11-15	
Participant demonstrates self-confidence, poise, and good voice projection	0	1-3	4-7	8-10	
Demonstrates ability to effectively answer questions	0	1-5	6-10	11-15	
Participant actively interacts with judges	0	1-5	6-10	11-15	
Subtotal					/100 max.
Penalty Points Deduct five (5) points for failure to follow guidelines.					
Dress Code Penalty Deduct five (5) points when dress code is not followed.					
Final Score					/100 max.

Name: _____

School: _____ State: _____

Judge's Signature: _____ Date: _____

Judge's Comments:

PBL RATING SHEETS



PBL COMMUNITY SERVICE PROJECT
Report Rating Sheet

Evaluation Item	Not Demonstrated	Does Not Meet Expectations	Meets Expectations	Exceeds Expectations	Points 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	
Report 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): <input type="checkbox"/> cover incorrect <input type="checkbox"/> missing table of contents <input type="checkbox"/> binding incorrect <input type="checkbox"/> over thirty (30) pages <input type="checkbox"/> attached items <input type="checkbox"/> no page numbers <input type="checkbox"/> 2 copies of report not received <input type="checkbox"/> report format does not follow rating sheet _____					
Total Points	/100 max.				

School: _____ State: _____

Judge's Signature: _____ Date: _____

Judge's Comments:



PBL COMMUNITY SERVICE PROJECT

Performance Rating Sheet

 Preliminary Round

 Final Round

Evaluation Item	Not Demonstrated	Does Not Meet Expectations	Meets Expectations	Exceeds Expectations	Points 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					
Thoughts and statements are well-organized and clearly stated; appropriate business language used	0	1–5	6–10	10–15	
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:					
Penalty Points Deduct five (5) points for failure to follow guidelines.					
Dress Code Penalty Deduct five (5) points when dress code is not followed.					
Total Points					/100 max.
Report Score					/100 max.
Final Score (add total points and reports score)					/200 max.

School: _____ State: _____

Judge's Signature: _____ Date: _____

Judge's Comments:

PBL RATING SHEETS



PBL COMPUTER GAME & SIMULATION PROGRAMMING

Production Rating Sheet

Evaluation Item	Not Demonstrated	Does Not Meet Expectations	Meets Expectations	Exceeds Expectations	Points Earned
Program Usability and Support					
Storage media, uploaded folder, and shortcuts formatted properly	0	1-3	4-7	8-10	
Instructions clear and executable launches from shortcut without modification	0	1-3	4-7	8-10	
Game Play Evaluation					
Quality of Rules—rules presented well and player knows what to do	0	1-3	4-7	8-10	
User Interface—game controls are easy to use without much explanation	0	1-3	4-7	8-10	
Navigation—the player can get to the end of game and knows how to get there	0	1-3	4-7	8-10	
Performance—no errors, bugs, or glitches	0	1-3	4-7	8-10	
Play—game is challenging, the game can be completed	0	1-3	4-7	8-10	
Artistry—color, backgrounds, characters, sounds are attractive and visible	0	1-3	4-7	8-10	
Player Interactions—player participates in the story and the actions are consistent with the concept	0	1-3	4-7	8-10	
Plot Complexity—game tells the story, player is guided to find a resolution to the problem at the beginning of the game	0	1-3	4-7	8-10	
Rewards—player is rewarded properly for taking game risks	0	1-3	4-7	8-10	
Game Concept & Design Evaluation					
Fully addresses concept and topic	0	1-5	6-10	11-15	
Game play and graphics appropriate for concept and age group	0	1-3	4-7	8-10	
Incorporates entertainment and education elements	0	1-3	4-7	8-10	
Title slide is attractive with working direction, quit, and start buttons	0	1-3	4-7	8-10	
Contains all levels required	0	1-3	4-7	8-10	
Errors did not crash game or prevent continuing game play	0	1-3	4-7	8-10	
Code is well written and logically designed	0	1-5	6-10	11-15	
Code or game engine events are well commented to explain logic used and reason for a block of code	0	1-3	4-7	8-10	
Subtotal	/200 max.				
Penalty Points Deduct five (5) points for not adhering to Guidelines (maximum of fifteen [15] points). <input type="checkbox"/> 2 copies of media not received <input type="checkbox"/> Statement of Assurance not received <input type="checkbox"/> media labeled incorrectly					
Total Points	/200 max				

Name: _____

School: _____ State: _____

Judge's Signature: _____ Date: _____

Judge's Comments:



PBL COMPUTER GAME & SIMULATION PROGRAMMING

Performance Rating Sheet

Preliminary Round Final Round

Evaluation Item	Not Demonstrated	Does Not Meet Expectations	Meets Expectations	Exceeds Expectations	Points Earned
Content					
Describes the problem	0	1-2	3-4	5	
Describes the planning process used to design the program	0	1-3	4-7	8-10	
Describes program documentation	0	1-3	4-7	8-10	
Describes input/output and program parameters	0	1-5	6-10	11-15	
Describes how the program flows	0	1-7	8-14	15-20	
Describes program structures	0	1-5	6-10	11-15	
Describes the usefulness of the program	0	1-2	3-4	5	
Delivery					
Thoughts and 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	
Subtotal					/100 max.
Time Penalty Deduct five (5) points for presentation over seven (7) minutes. Time: _____					
Dress Code Penalty Deduct five (5) points when dress code is not followed. _____					
Prejudged Score					/200 max.
Final Score (add total points and prejudged score)					/300 max.

Name: _____

School: _____ State: _____

Judge's Signature: _____ Date: _____

Judge's Comments:

PBL RATING SHEETS



PBL DIGITAL VIDEO PRODUCTION
Production Rating Sheet

Evaluation Item	Not Demonstrated	Does Not Meet Expectations	Meets Expectations	Exceeds Expectations	Points Earned
Content					
Theme fully and properly developed. Solution properly addresses assigned topic.	0	1-7	8-14	15-20	
Elements included in presentation are suitable, appropriate, and directed towards a specific audience	0	1-3	4-7	8-10	
Statement of Assurance submitted with proper copyright documentation	0	1-3	4-7	8-10	
Presentation is clear and concise	0	1-7	8-14	15-20	
Effective use of technology	0	1-7	8-14	15-20	
Proper use of grammar, spelling, punctuation, etc.	0	1-2	3-4	5	
Presentation					
Presentation shows creativity and originality	0	1-3	4-7	8-10	
Presentation includes an effective opening, body, and conclusion	0	1-7	8-14	15-20	
Transitions are effective and appealing	0	1-5	6-10	11-15	
Audio and visual elements coordinated and complimentary	0	1-7	8-14	15-20	
Audio Editing • Good quality • Appropriate volume	0	1-5	6-10	11-15	
Proper Use of Video Technology • Video uses multiple camera angles • Video is smooth and steady • Video is in focus	0	1-5	6-10	11-15	
Titles and graphics enhance overall quality or presentation	0	1-3	4-7	8-10	
Presentation effective at motivating audience to action	0	1-3	4-7	8-10	
Subtotal	/200 max.				
Time Penalty Deduct five (5) points for presentations over four (4) minutes. Time: _____					
Penalty Points Deduct five (5) points for not adhering to Guidelines (maximum of fifteen [15] points): <input type="checkbox"/> 2 copies of media not received <input type="checkbox"/> Statement of Assurance not received <input type="checkbox"/> media labeled incorrectly _____					
Final Score	/200 max.				

Name(s): _____

School: _____ State: _____

Judge's Signature: _____ Date: _____

Judge's Comments:



PBL DIGITAL VIDEO PRODUCTION

Performance Rating Sheet

Preliminary Round

Final Round

Evaluation Item	Not Demonstrated	Does Not Meet Expectations	Meets Expectations	Exceeds Expectations	Points Earned
Explanation					
Development of the topic in the presentation	0	1-3	4-7	8-10	
Use and the implementation of innovative technology	0	1-7	8-14	15-20	
Explains the development and design process	0	1-7	8-14	15-20	
Use and development of the video	0	1-7	8-14	15-20	
Proper documentation of pictures, audio, etc.	0	1-3	4-7	8-10	
Delivery					
Thoughts and statements are well-organized and clearly stated; appropriate business language used	0	1-3	4-7	8-10	
Demonstrates the ability to effectively answer questions	0	1-2	3-4	5	
Demonstrates self-confidence, poise, assertiveness, and good diction	0	1-2	3-4	5	
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.					
Dress Code Penalty Deduct five (5) points when dress code is not followed.					
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:

PBL RATING SHEETS



PBL ECONOMIC ANALYSIS & DECISION MAKING

Performance Rating Sheet

Final Round

Evaluation Item	Not Demonstrated	Does Not Meet Expectations	Meets Expectations	Exceeds Expectations	Points Earned
Content					
Economic problems are 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	
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	1-5	6-10	11-15	
Delivery					
Thoughts and 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	1-3	4-7	8-10	
Demonstrates the ability to effectively answer questions	0	1-3	4-7	8-10	
Subtotal	/100 max.				
Dress Code Penalty: Deduct five (5) points when dress code is not followed.					
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:



PBL EMERGING BUSINESS ISSUES

Performance Rating Sheet

 Preliminary Round

 Final Round

Evaluation Item	Not Demonstrated	Does Not Meet Expectations	Meets Expectations	Exceeds Expectations	Points Earned
Knowledge of Topic					
Understanding of issue/topic	0	1-3	4-7	8-10	
Flow and logic of content	0	1-7	8-14	15-20	
Quality of evidence	0	1-7	8-14	15-20	
Ability to Take a Position					
Persuasiveness	0	1-7	8-14	15-20	
Relevance of arguments	0	1-3	4-7	8-10	
Delivery					
Thoughts and 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	1-2	3-4	5	
All team members actively participate in the presentation	0	1-2	3-4	5	
Subtotal					/100 max.
Time Penalty Deduct five (5) points for presentation over five (5) minutes. Time:					
Penalty Deduct five (5) points for failure to follow guidelines.					
Dress Code Penalty Deduct five (5) points when dress code is not followed.					
Final Score					/100 max.

Check one: Affirmative presentation Negative presentation

Name(s): _____

School: _____ State: _____

Judge's Signature: _____ Date: _____

Judge's Comments:



PBL FINANCIAL ANALYSIS & DECISION MAKING

Performance Rating Sheet

Final Round

Evaluation Item	Not Demonstrated	Does Not Meet Expectations	Meets Expectations	Exceeds Expectations	Points Earned
Content					
Identifies all relevant facts	0	1-5	6-10	11-15	
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	
Advocates for recommendations	0	1-5	6-10	11-15	
Delivery					
Thoughts and 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	1-3	4-7	8-10	
Demonstrates the ability to effectively answer questions	0	1-3	4-7	8-10	
Subtotal					/100 max.
Dress Code Penalty: Deduct five (5) points when dress code is not followed.					
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:



PBL FINANCIAL SERVICES
Performance Rating Sheet

Final Round

Evaluation Item	Not Demonstrated	Does Not Meet Expectations	Meets Expectations	Exceeds Expectations	Points 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					
Thoughts and statements are well organized and clearly stated; appropriate business language is 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.				
Dress Code Penalty Deduct five (5) points when dress code is not followed.					
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:

PBL RATING SHEETS



PBL FREE ENTERPRISE PROJECT
Report Rating Sheet

Evaluation Item	Not Demonstrated	Does Not Meet Expectations	Meets Expectations	Exceeds Expectations	Points Earned
Content					
Purpose of Project • Project designed specifically to promote local understanding of and support for the American Enterprise system	0	1-5	6-10	11-15	
Research into school and/or community needs	0	1-2	3-4	5	
Planning and development of project	0	1-7	8-14	15-20	
Implementation of project	0	1-5	6-10	11-15	
Evaluation and Results • Benefits to and impact on the school and/or community	0	1-7	8-14	15-20	
Report Format					
Clear and concise presentation with logical arrangement of information following the content rating sheet categories	0	1-3	4-7	8-10	
Creativity of the written report 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): <input type="checkbox"/> cover incorrect <input type="checkbox"/> missing table of contents <input type="checkbox"/> binding incorrect <input type="checkbox"/> over thirty (30) pages <input type="checkbox"/> attached items <input type="checkbox"/> no page numbers <input type="checkbox"/> 2 copies of report not received <input type="checkbox"/> report format does not follow rating sheet					
Total Points	/100 max.				

School: _____ State: _____

Judge's Signature: _____ Date: _____

Judge's Comments:



PBL FREE ENTERPRISE PROJECT

Performance Rating Sheet

Preliminary Round

Final Round

Evaluation Item	Not Demonstrated	Does Not Meet Expectations	Meets Expectations	Exceeds Expectations	Points Earned
Explanation					
Describes project development and strategies used to implement project	0	1-7	8-14	15-20	
Describes research into school or community needs	0	1-5	6-10	11-15	
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					
Thoughts and statements are well-organized and clearly stated	0	1-3	4-7	8-10	
Demonstrates self-confidence, poise, assertiveness, and good voice projection	0	1-2	3-4	5	
Demonstrates 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.					
Dress Code Penalty Deduct five (5) points when dress code is not followed.					
Total Points	/100 max.				
Report Score	/100 max.				
Final Score (add total points and report score)	/200 max.				

School: _____ State: _____

Judge's Signature: _____ Date: _____

Judge's Comments:

PBL RATING SHEETS



PBL FUTURE BUSINESS EXECUTIVE
Interview Rating Sheet

Preliminary Round

Evaluation Item	Not Demonstrated	Does Not Meet Expectations	Meets Expectations	Exceeds Expectations	Points Earned
Interview					
Demonstrates poise, maturity, and a good attitude	0	1-2	3-4	5	
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	
Professional appearance (meets dress code requirements)	0	1-3	4-7	8-10	
Leadership Ability					
Illustrates participation and leadership in PBL	0	1-5	6-10	11-15	
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, letter of application, job 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:



PBL FUTURE BUSINESS EXECUTIVE

Interview Rating Sheet

 Final Round

Evaluation Item	Not Demonstrated	Does Not Meet Expectations	Meets Expectations	Exceeds Expectations	Points Earned
Interview					
Demonstrates poise, maturity, and a good attitude	0	1–2	3–4	5	
Demonstrates self-confidence, initiative, and assertiveness	0	1–2	3–4	5	
Demonstrates the ability to effectively answer questions	0	1–5	6–10	11–15	
Demonstrates a proper greeting, introduction, and closing	0	1–2	3–4	5	
Professional appearance (meets dress code requirements)	0	1–3	4–7	8–10	
Leadership Ability					
Illustrates 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 knowledge and 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 (during final round, this score is considered only to break a tie)					
Final Score	/100 max.				

Name: _____

School: _____ State: _____

Judge's Signature: _____ Date: _____

Judge's Comments:

PBL RATING SHEETS



PBL FUTURE BUSINESS TEACHER
Interview Rating Sheet

Preliminary Round

Evaluation Item	Not Demonstrated	Does Not Meet Expectations	Meets Expectations	Exceeds Expectations	Points Earned
Interview					
Demonstrates poise, maturity, and attitude	0	1-2	3-4	5	
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	
Professional appearance (meets dress code requirements)	0	1-3	4-7	8-10	
Leadership Ability					
Shows evidence of skills for teaching business	0	1-3	4-7	8-10	
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	1-3	4-7	8-10	
Application Materials					
Effective application materials (resume and letter of application)	0	1-3	4-7	8-10	
Effective lesson plan	0	1-3	4-7	8-10	
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:



PBL FUTURE BUSINESS TEACHER

Interview Rating Sheet

 Final Round

Evaluation Item	Not Demonstrated	Does Not Meet Expectations	Meets Expectations	Exceeds Expectations	Points Earned
Lesson Plan					
Preliminary information (subject, date, lesson topic, grade level, teacher)	0	1-2	3-4	5	
Identification of National Business Education (NBEA) standards being met through lesson	0	1-2	3-4	5	
Behavioral objective for the lesson	0	1-3	4-7	8-10	
Lesson content (include estimated amount of time for each activity/task will take)	0	1-3	4-7	8-10	
Instructional events identified (e.g., gaining learners attention, informing learners of objective, stimulating recall of previous learning, presenting material, eliciting desired behavior, providing feedback)	0	1-3	4-7	8-10	
Resources and materials needed are identified	0	1-2	3-4	5	
Method of assessing how behavioral objective will be met is identified	0	1-3	4-7	8-10	
Lesson summary (evaluation of students and lesson)	0	1-3	4-7	8-10	
Lesson Presentation					
Knowledge of subject matter	0	1-5	6-10	11-15	
Material presented was based on meeting objectives of the lesson	0	1-3	4-7	8-10	
Quality of the delivery of lesson	0	1-5	6-10	11-15	
Teaching methods used were appropriate for audience and subject	0	1-3	4-7	8-10	
Items assigned were valuable, well planned, and relevant	0	1-2	3-4	5	
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	1-3	4-7	8-10	
Professional behavior and appearance maintained	0	1-3	4-7	8-10	
Subtotal	/150 max.				
Dress Code Penalty Deduct five (5) points when dress code is not followed.					
Penalty Points Deduct five (5) points for failure to fully follow the guidelines.					
Application Materials (During final round, this score is considered only to break a tie.)					
Final Score	/150 max.				

Name: _____

School: _____ State: _____

Judge's Signature: _____ Date: _____

Judge's Comments:

PBL RATING SHEETS



PBL HELP DESK
Performance Rating Sheet

Final Round

Evaluation Item	Not Demonstrated	Does Not Meet Expectations	Meets Expectations	Exceeds Expectations	Points 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					
Thoughts and 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 to closure	0	1-2	3-4	5	
Subtotal					/100 max.
Dress Code Penalty Deduct five (5) points when dress code is not followed.					
Penalty Points Deduct five (5) points for failure to follow guidelines.					
Total Points					/100 max.
Objective Test Score (to be used in the event of a tie)					

Name: _____
 School: _____ State: _____
 Judge's Signature: _____ Date: _____
 Judge's Comments:



PBL HOSPITALITY MANAGEMENT

Performance Rating Sheet

Final Round

Evaluation Item	Not Demonstrated	Does Not Meet Expectations	Meets Expectations	Exceeds Expectations	Points 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	
Management's decision is clear	0	1-5	6-10	11-15	
Delivery					
Thoughts and 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	1-3	4-7	8-10	
Demonstrates the ability to effectively answer questions	0	1-3	4-7	8-10	
Subtotal	/100 max.				
Dress Code Penalty Deduct five (5) points when dress code is not followed.					
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:

PBL RATING SHEETS



PBL HUMAN RESOURCE MANAGEMENT
Performance Rating Sheet

Final Round

Evaluation Item	Not Demonstrated	Does Not Meet Expectations	Meets Expectations	Exceeds Expectations	Points 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	
Management's decision is clear	0	1-5	6-10	11-15	
Delivery					
Thoughts and 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	1-3	4-7	8-10	
Demonstrates the ability to effectively answer questions	0	1-3	4-7	8-10	
Subtotal					/100 max.
Dress Code Penalty Deduct five (5) points when dress code is not followed.					
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:



PBL IMPROMPTU SPEAKING

Performance Rating Sheet

Preliminary Round

Final Round

Evaluation Item	Not Demonstrated	Does Not Meet Expectations	Meets Expectations	Exceeds Expectations	Points Earned
Content					
Relation to the topic	0	1-5	6-10	11-15	
Purpose clearly stated	0	1-3	4-7	8-10	
Suitability and accuracy of statements	0	1-3	4-7	8-10	
Organization					
Topic adequately developed	0	1-5	6-10	11-15	
Logical sequence of ideas	0	1-3	4-7	8-10	
Accomplishment of purpose	0	1-3	4-7	8-10	
Delivery					
Demonstrates self-confidence, poise, and good voice projection	0	1-3	4-7	8-10	
Uses appropriate gestures and has good eye contact	0	1-2	3-4	5	
Thoughts and statements are well-organized and clearly stated; appropriate business language used	0	1-2	3-4	5	
Speech is sincere, interesting, clear, creative, convincing, and concise	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. _____					
Dress Code Penalty Deduct five (5) points when dress code is not followed. _____					
Final Score					/100 max.

Name: _____

School: _____ State: _____

Judge's Signature: _____ Date: _____

Judge's Comments:

PBL RATING SHEETS



PBL INTEGRATED MARKETING CAMPAIGN
Performance Rating Sheet

Preliminary Round

Final Round

Evaluation Item	Not Demonstrated	Does Not Meet Expectations	Meets Expectations	Exceeds Expectations	Points Earned
Approach					
Suitable opening statement or remarks	0	1-2	3-4	5	
Directs consumer's attention to the market	0	1-3	4-7	8-10	
Market Presentation					
Target market is clearly and accurately analyzed	0	1-3	4-7	8-10	
Analyzes and determines market needs	0	1-3	4-7	8-10	
Advertising materials show understanding of the market	0	1-3	4-7	8-10	
Campaign stresses product or service benefits that appeal to the target markets	0	1-3	4-7	8-10	
Shows creativity	0	1-3	4-7	8-10	
Benefits matched to consumer needs	0	1-3	4-7	8-10	
Delivery					
Thoughts and statements are well organized and clearly stated; appropriate business language is used	0	1-3	4-7	8-10	
Team members demonstrate 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	
Total Points					/100 max.
Dress Code Penalty Deduct five (5) points when dress code is not followed.					
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:



PBL JOB INTERVIEW

Interview Rating Sheet

Preliminary Round

Evaluation Item	Not Demonstrated	Does Not Meet Expectations	Meets Expectations	Exceeds Expectations	Points Earned
Professional Presentation					
Demonstrates poise, maturity, and a good attitude	0	1-2	3-4	5	
Demonstrates proper greeting, introduction, and closing	0	1-2	3-4	5	
Demonstrates self-confidence, initiative, and assertiveness	0	1-3	4-7	8-10	
Professional appearance (dress code standards met)	0	1-2	3-4	5	
Interview					
Demonstrates the ability to understand and respond to interview questions	0	1-5	6-10	11-15	
Illustrates adequate qualifications for the position	0	1-5	6-10	11-15	
Possesses career knowledge about the position	0	1-3	4-7	8-10	
Justifies career plans	0	1-5	6-10	11-15	
Asks appropriate questions	0	1-2	3-4	5	
Application Materials					
Effectiveness of application materials (resume, letter of application, and job 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:



PBL JOB INTERVIEW
Interview Rating Sheet

Final Round

Evaluation Item	Not Demonstrated	Does Not Meet Expectations	Meets Expectations	Exceeds Expectations	Points Earned
Professional Presentation					
Demonstrates poise, maturity, and a good attitude	0	1-3	4-7	8-10	
Demonstrates proper greeting, introduction, and closing	0	1-2	3-4	5	
Demonstrates self-confidence, initiative, and assertiveness	0	1-3	4-7	8-10	
Professional appearance (dress code standards met)	0	1-2	3-4	5	
Interview					
Demonstrates the ability to understand and respond to interview questions	0	1-5	6-10	11-15	
Illustrates adequate qualifications for the position	0	1-5	6-10	11-15	
Possesses career knowledge about the position	0	1-5	6-10	11-15	
Justifies career plans	0	1-5	6-10	11-15	
Asks appropriate questions	0	1-3	4-7	8-10	
Subtotal					/100 max.
Application Materials (during final round, this score is considered only to break a tie)					
Final Score					/100 max.

Name: _____
 School: _____ State: _____
 Judge's Signature: _____ Date: _____
 Judge's Comments:



PBL LOCAL CHAPTER ANNUAL BUSINESS REPORT

Report Rating Sheet

Evaluation Item	Not Demonstrated	Does Not Meet Expectations	Meets Expectations	Exceeds Expectations	Points Earned
Chapter Profile					
Letter to chapter membership (by chapter officer)	0	1-2	3-4	5	
Chapter Information Included <ul style="list-style-type: none"> • Number of members • Size of school and community • When and where the chapter was organized 	0	1-2	3-4	5	
Productivity					
Recruitment of members and chapters	0	1-2	3-4	5	
Leadership development for officers and members	0	1-3	4-7	8-10	
Preparation of students for business careers	0	1-2	3-4	5	
Service to the school and community	0	1-3	4-7	8-10	
Cooperation with business, professional, and service groups	0	1-2	3-4	5	
Participation in public relations and activities	0	1-2	3-4	5	
Support of FBLA-PBL national and state projects	0	1-2	3-4	5	
Attendance and participation at state and nationally sponsored conferences	0	1-2	3-4	5	
Recognition					
For PBL competitive events and activities	0	1-2	3-4	5	
For school, community, business, and industry activities	0	1-2	3-4	5	
Businesslike Procedures					
Chapter management and organization	0	1-2	3-4	5	
Financial development, including fund-raising and financial statement	0	1-2	3-4	5	
Format of Report					
Clear and concise presentation with logical arrangement of information	0	1-3	4-7	8-10	
Correct grammar, punctuation, spelling, and acceptable business style	0	1-2	3-4	5	
Appropriate design and graphics	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):					
<input type="checkbox"/> cover incorrect <input type="checkbox"/> missing table of contents <input type="checkbox"/> binding incorrect <input type="checkbox"/> over thirty (30) pages, <input type="checkbox"/> attached items <input type="checkbox"/> no page numbers <input type="checkbox"/> 2 copies of report not received <input type="checkbox"/> report format does not follow rating sheet					
Total Points	/100 max.				

School: _____ State: _____

Judge's Signature: _____ Date: _____

Judge's Comments:



PBL MANAGEMENT ANALYSIS & DECISION MAKING

Performance Rating Sheet

Final Round

Evaluation Item	Not Demonstrated	Does Not Meet Expectations	Meets Expectations	Exceeds Expectations	Points 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	
Management's decision is clear	0	1-5	6-10	11-15	
Delivery					
Thoughts and 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	1-3	4-7	8-10	
Demonstrates the ability to effectively answer questions	0	1-3	4-7	8-10	
Subtotal					/100 max.
Dress Code Penalty Deduct five (5) points when dress code is not followed.					
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:



PBL MARKETING ANALYSIS & DECISION MAKING

Performance Rating Sheet

Final Round

Evaluation Item	Not Demonstrated	Does Not Meet Expectations	Meets Expectations	Exceeds Expectations	Points 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	
Management's decision is clear	0	1-5	6-10	11-15	
Delivery					
Thoughts and 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	1-3	4-7	8-10	
Demonstrates the ability to effectively answer questions	0	1-3	4-7	8-10	
Subtotal	/100 max.				
Dress Code Penalty Deduct five (5) points when dress code is not followed.					
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:

PBL RATING SHEETS



PBL NETWORK DESIGN
Performance Rating Sheet

Final Round

Evaluation Item	Not Demonstrated	Does Not Meet Expectations	Meets Expectations	Exceeds Expectations	Points Earned
Content and Recommendation					
Describes the situation	0	1-3	4-7	8-10	
Resolves the problem	0	1-5	6-10	11-15	
Uses correct terminology	0	1-5	6-10	11-15	
Presents an effective strategy	0	1-10	11-20	21-30	
Technology					
System appropriate for size of business	0	1-5	6-10	11-15	
Technology is currently available or being developed	0	1-3	4-7	8-10	
Future needs are considered	0	1-3	4-7	8-10	
Meets the needs of the company	0	1-5	6-10	11-15	
Delivery					
Thoughts and statements are well-organized and clearly stated; appropriate business language used	0	1-2	3-4	5	
Team members show self-confidence, poise, and good voice projection	0	1-2	3-4	5	
All team members participate actively during the presentation	0	1-3	4-7	8-10	
Team members demonstrate the ability to effectively answer questions	0	1-3	4-7	8-10	
Subtotal					/150 max.
Penalty Points Deduct five (5) points for failure to follow guidelines.					
Dress Code Penalty Deduct five (5) points when dress code is not followed.					
Final Score					/150 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:



PBL PARLIAMENTARY PROCEDURE

Performance Rating Sheet

Motions: Deduct one (1) point for each mistake in each classification.

		Value	Score
Motion 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.			
Dress Code Penalty Deduct five (5) points when dress code is not followed.			
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:

PBL RATING SHEETS



PBL PUBLIC SPEAKING
Performance Rating Sheet

Preliminary Round

Final Round

Evaluation Item	Not Demonstrated	Does Not Meet Expectations	Meets Expectations	Exceeds Expectations	Points Earned
Content					
Relation to FBLA-PBL goals	0	1-3	4-7	8-10	
Purpose clearly stated	0	1-3	4-7	8-10	
Suitability and accuracy of statements	0	1-2	3-4	5	
Organization					
Topic adequately developed	0	1-5	6-10	11-15	
Logical sequence of ideas	0	1-5	6-10	11-15	
Accomplishment of purpose	0	1-5	6-10	11-15	
Delivery					
Demonstrates self-confidence, poise, and good voice projection	0	1-3	4-7	8-10	
Uses appropriate gestures and good eye contact		1-2	3-4	5	
Thoughts and statements are well-organized and clearly stated; appropriate business language used	0	1-3	4-7	8-10	
Speech is sincere, interesting, clear, creative, convincing, and concise	0	1-2	3-4	5	
Subtotal					/100 max.
Time Penalty Deduct five (5) points for presentation under 4:31 or over 5:29 minutes. Time: _____					
Penalty Points Deduct five (5) points for failure to follow guidelines.					
Dress Code Penalty Deduct five (5) points when dress code is not followed.					
Final Score					/100 max.

Name: _____

School: _____ State: _____

Judge's Signature: _____ Date: _____

Judge's Comments:



PBL SALES PRESENTATION

Performance Rating Sheet

Preliminary Round

Final Round

Evaluation Item	Not Demonstrated	Does Not Meet Expectations	Meets Expectations	Exceeds Expectations	Points Earned
Approach					
Suitable opening statement or remark	0	1-2	3-4	5	
Direct customer's attention to merchandise	0	1-2	3-4	5	
Product Presentation					
Questions involved customer	0	1-3	4-7	8-10	
Analyze and determine 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	
Creates 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 effectively used	0	1-3	4-7	8-10	
Handling Objections					
Welcomes and listens to all objectives	0	1-2	3-4	5	
Closing					
Takes advantage of customer reactions	0	1-2	3-4	5	
Handles and overcomes objections with respect	0	1-2	3-4	5	
Effectively closes the sale	0	1-2	3-4	5	
Total Points					/100 max.
Dress Code Penalty Deduct five (5) points when dress code is not followed.					
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:



PBL SMALL BUSINESS MANAGEMENT PLAN

Report Rating Sheet

Evaluation Item	Not Demonstrated	Does Not Meet Expectations	Meets Expectations	Exceeds Expectations	Points Earned
Content					
Executive Summary <ul style="list-style-type: none"> 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 <ul style="list-style-type: none"> 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	1–5	6–10	11–15	
Industry Analysis <ul style="list-style-type: none"> 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 <ul style="list-style-type: none"> 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 <ul style="list-style-type: none"> 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 <ul style="list-style-type: none"> 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 <ul style="list-style-type: none"> 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 <ul style="list-style-type: none"> 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	

(continued on next page)

Long-term Development <ul style="list-style-type: none"> • 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 <ul style="list-style-type: none"> • 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 <ul style="list-style-type: none"> • May include works cited page, certifications, licenses, tax requirements, codes, technical descriptions, advance contracts, endorsements, etc. 	0	1-5	6-10	11-15	
Report Format					
Clear and concise presentation with logical arrangements of information	0	1-3	4-7	8-10	
Creativity of written presentation, design, and graphics	0	1-2	3-4	5	
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): <input type="checkbox"/> cover incorrect <input type="checkbox"/> missing table of contents <input type="checkbox"/> binding incorrect <input type="checkbox"/> over thirty (30) pages, <input type="checkbox"/> attached items <input type="checkbox"/> no page numbers <input type="checkbox"/> 2 copies of report not received <input type="checkbox"/> report format does not follow rating sheet _____					
Total Points					/200 max.

Name(s): _____

School: _____ State: _____

Judge's Signature: _____ Date: _____

Judge's Comments:

PBL RATING SHEETS



PBL SMALL BUSINESS MANAGEMENT PLAN
Performance Rating Sheet

Preliminary Round Final Round

Evaluation Item	Not Demonstrated	Does Not Meet Expectations	Meets Expectations	Exceeds Expectations	Points Earned
Content					
Description of project development and strategies used to implement project	0	1-8	9-18	19-25	
Underlying assumptions explained and supported	0	1-3	4-7	8-10	
Risks and potential adverse results identified, analyzed, and planned for	0	1-5	6-10	11-15	
All aspects of the plan effectively presented	0	1-5	6-10	11-15	
Student evaluation of project effectiveness	0	1-3	4-7	8-10	
Delivery					
Thoughts and statements are well-organized and clearly stated	0	1-3	4-7	8-10	
Demonstrates self-confidence, poise, assertiveness, 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.					
Dress Code Penalty Deduct five (5) points when dress code is not followed.					
Total Points					/100 max.
Report Score					/200 max.
Final Score (add total points and report score)					/300 max.

Name(s): _____

School: _____ State: _____

Judge's Signature: _____ Date: _____

Judge's Comments:



PBL STRATEGIC ANALYSIS & DECISION MAKING

Performance Rating Sheet

 Final Round

Evaluation Item	Not Demonstrated	Does Not Meet Expectations	Meets Expectations	Exceeds Expectations	Points Earned
Content					
External and internal situation analysis are clearly developed and articulated	0	1-7	8-14	15-20	
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	1-5	6-10	11-15	
Delivery					
Thoughts and 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	1-3	4-7	8-10	
Demonstrates the ability to effectively answer questions	0	1-3	4-7	8-10	
Subtotal	/100 max.				
Dress Code Penalty Deduct five (5) points when dress code is not followed.					
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:

PBL RATING SHEETS



PBL WEB SITE DESIGN

Production Rating Sheet

Revised 2011-12

Evaluation Item	Not Demonstrated	Does Not Meet Expectations	Meets Expectations	Exceeds Expectations	Points 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	1-7	8-14	15-20	
Design maintains a high level of usability	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, and the use of templates is identified at the bottom of the page	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					
Validation [(X)HTML and CSS code validates]	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 user agents and browser variants	0	1-3	4-7	8-10	
Subtotal					/200 max.
Penalty Points: Deduct five (5) points each for not following Guidelines.					
Penalty Points: Deduct five (5) points for not submitting a Statement of Assurance.					
Total Points					/200 max.

Name(s): _____

School: _____ State: _____

Judge's Signature: _____ Date: _____

Judge's Comments:



PBL WEB SITE DESIGN

Performance Rating Sheet

Preliminary Round

Final Round

Evaluation Item	Not Demonstrated	Does Not Meet Expectations	Meets Expectations	Exceeds Expectations	Points Earned
Explanation					
Describes the development of the topic	0	1-3	4-7	8-10	
Explains the development and design process	0	1-7	8-14	15-20	
Explains the use of your social media element and why this was selected	0	1-7	8-14	15-20	
Shop use and development of media elements (graphics, video, audio, etc.)	0	1-7	8-14	15-20	
References proper documentation of picture, audio, etc.	0	1-3	4-7	8-10	
Delivery					
Thoughts and statements are well-organized and clearly stated	0	1-3	4-7	8-10	
Demonstrates ability to effectively answer questions	0	1-2	3-4	5	
Demonstrates self-confidence, poise, assertiveness, and good voice projection	0	1-2	3-4	5	
Subtotal	/100 max.				
Time Penalty Deduct five (5) points for presentations over five (5) minutes. Time:					
Penalty Points Deduct five (5) points for failure to follow guidelines.					
Dress Code Penalty Deduct five (5) points when dress code is not followed.					
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:



PBL Statement of Assurance

Event Entry Form

This form must be completed and sent for the following events:

- Check one: Computer Game & Simulation Programming
 Digital Video Production
 Web Site Design

Provide the URL for Web Site Design. These events will be judged online. Make sure the URL link is valid through the NLC.

State: _____ PBL

School: _____

Web site URL Address: _____
(where appropriate)

Member(s) Name: _____

Local Chapter Contact

Name: _____

Daytime/Cell Number: _____

Mailing Address: _____

Home E-mail: _____

I/We, the undersigned, attest that the design, creation, and implementation of the event are the original work of the above chapter member(s). I/we agree that this event may be linked, promoted, and used in any way by the national FBLA-PBL, Inc. for purposes of promoting the association. (Typed name is accepted for signature)

Name of Team Member _____ Adviser's Name _____

Name of Team Member _____ Name of Team Member _____

Complete this Document Section for All Appropriate Events:

Software Used: _____

Source of Information: _____

Copyright Notations: _____

Instructions for Running Project: _____

Template(s) Used (source): _____



**FUTURE BUSINESS EXECUTIVE APPLICATION
2012 NLC San Antonio**

Provide all information requested by printing in ink or typing. Use the tab key to move through the document.

GENERAL INFORMATION

Name (Last)	(First)	(Middle Initial)	Home Telephone () -
Address (Mailing Address)	(City)	(State)	(Zip)
E-mail Address			

POSITION

Position or Type of Employment Desired	Will Accept: <input type="checkbox"/> Part-Time <input type="checkbox"/> Full-Time
Are you able to perform the essential functions of the job you are applying for, with or without reasonable accommodation? <input type="checkbox"/> Yes <input type="checkbox"/> No	Salary Desired

EDUCATION AND TRAINING

High School Graduate Or General Education (GED) Test Passed? Yes No

College, Business School, Military (Most recent first)

Name and Location	Dates Attended Month/Year	Credits Earned		Graduate	Degree & Year	Major or Subject
		Quarterly or Semester Hours	Other (Specify)			
	From To			<input type="checkbox"/> Yes <input type="checkbox"/> No		
	From To			<input type="checkbox"/> Yes <input type="checkbox"/> No		
	From To			<input type="checkbox"/> Yes <input type="checkbox"/> No		
	From To			<input type="checkbox"/> Yes <input type="checkbox"/> No		

Languages Read, Written or Spoken Fluently Other Than English

VETERAN INFORMATION (Most recent)

Branch of Service	Date of Entry	Date of Discharge
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SPECIAL SKILLS (List all pertinent skills and equipment that you can operate)

(Maximum 300 characters)

PBL RATING SHEETS

WORK EXPERIENCE (Most Recent First) (Include volunteer work and military experience)

Employer	Telephone Number () -	From (Month/Year)
Address		
Job Title	Number Employees Supervised	To (Month/Year)
Specific Duties (Maximum 350 characters)		Hours Per Week
		Last Salary
		Supervisor
Reason For Leaving	May We Contact This Employer? <input type="checkbox"/> Yes <input type="checkbox"/> No	
Employer	Telephone Number () -	From (Month/Year)
Address		
Job Title	Number Employees Supervised	To (Month/Year)
Specific Duties (Maximum 350 characters)		Hours Per Week
		Last Salary
		Supervisor
Reason For Leaving	May We Contact This Employer? <input type="checkbox"/> Yes <input type="checkbox"/> No	
Employer	Telephone Number () -	From (Month/Year)
Address		
Job Title	Number Employees Supervised	To (Month/Year)
Specific Duties (Maximum 350 characters)		Hours Per Week
		Last Salary
		Supervisor
Reason For Leaving	May We Contact This Employer? <input type="checkbox"/> Yes <input type="checkbox"/> No	
Employer	Telephone Number () -	From (Month/Year)
Address		
Job Title	Number Employees Supervised	To (Month/Year)
Specific Duties (Maximum 350 characters)		Hours Per Week
		Last Salary
		Supervisor
Reason For Leaving	May We Contact This Employer? <input type="checkbox"/> Yes <input type="checkbox"/> No	

REFERENCES

List below names and addresses of persons who are qualified to answer questions concerning your fitness for the position(s) you seek other than those listed in your credential file.

Name	Position	Address	Telephone

ESSAY

Please answer the question below in the space provided

In 300 words or less, tell us two things that are most important to you on a job.

I certify the information contained in this application is true, correct, and complete. I understand that, if employed, false statements reported on this application may be considered sufficient cause for dismissal.

Signature of Applicant _____ Date _____

Company of Your Choice

EMPLOYMENT APPLICATION

Job Interview 2011-12

Provide all information requested by printing in ink or keying. Use the tab key to move through the document.

GENERAL INFORMATION

Name (Last)	(First)	(Middle Initial)	Home Telephone () -
Address (Mailing Address)	(City)	(State)	(Zip)
E-mail Address		Cell Phone	

POSITION

Position or Type of Employment Desired	Will Accept: <input type="checkbox"/> Part-Time <input type="checkbox"/> Full-Time
Have you ever been employed at the Merit Corporation before? <input type="checkbox"/> Yes <input type="checkbox"/> No	Date Available
Are you able to perform the essential functions of the job you are applying for, with or without reasonable accommodation? <input type="checkbox"/> Yes <input type="checkbox"/> No	
Salary Desired	

EDUCATION AND TRAINING

School or Institution	Name and Address of School	Major	Year Graduated	Degree
High School				
College				
College				
Other				
Special Abilities and Skills		Professional Certificates or Licenses Held		
Extracurricular Activities		Present Community and Professional Affiliations		
Languages Read, Written or Spoken Fluently Other Than English				

WORK EXPERIENCE—Most recent first, include volunteer work and military experience

Employer	Telephone Number () -	From (Month/Year)
Address		

PBL RATING SHEETS

Job Title	Number Employees Supervised	To (Month/Year)
Specific Duties (Maximum 350 characters)		Hours Per Week
		Last Salary
		Supervisor
		Reason For Leaving
May We Contact This Employer? <input type="checkbox"/> Yes <input type="checkbox"/> No		
Employer	Telephone Number () -	From (Month/Year)
Address		
Job Title	Number Employees Supervised	To (Month/Year)
Specific Duties (Maximum 350 characters)		Hours Per Week
		Last Salary
		Supervisor
		Reason For Leaving
May We Contact This Employer? <input type="checkbox"/> Yes <input type="checkbox"/> No		
Employer	Telephone Number () -	From (Month/Year)
Address		
Job Title	Number Employees Supervised	To (Month/Year)
Specific Duties (Maximum 350 characters)		Hours Per Week
		Last Salary
		Supervisor
		Reason For Leaving
May We Contact This Employer? <input type="checkbox"/> Yes <input type="checkbox"/> No		

REFERENCES

List below names and addresses of persons who are qualified to answer questions concerning your fitness for the position(s) you seek other than those listed in your credential file.

Name	Position	Address	Telephone

ESSAY

Please answer the question below 300 words or less.

What do you have to offer to this company?

PBL RATING SHEETS

I certify the information contained in this application is true, correct, and complete. I understand that, if employed, false statements reported on this application may be considered sufficient cause for dismissal.

Signature of Applicant _____

Date _____