

Dutchess County 4-H Teen Interview Evaluation Sheet



Name: _____

Years in 4-H: _____

Type of Interview (check one)

Job

College

Age (as of Jan. 1st current year): _____

Name of Interviewer: _____

Name of Club (s): _____

Date of Interview: _____ Location: _____

Rating Factors	Outstanding	Above Expectations	Met Expectations	Needs Improvement	Comments
1. Interviewee — First Impression					
Appearance (Professional Attire / Appropriate Grooming)					
Introduction (Professional Greeting / Firm Handshake / Smiled)					
Body Language (Displayed Confidence / Made Eye Contact)					
Voice (Clear / Distinct Enunciation/ Good Volume & Rate)					
Appreciative to Interviewer for Opportunity					
2. Cover Letter and Resume					
Layout and Design (Neat / Thorough / Organized in a Logical Order)					
Content (Followed Appropriate Format)					
Spelling and Grammar					
3. Application & College Essay (If Required)					
Complete					
Neat and Legible					
Spelling and Grammar					
4. The Interview					
Questions Answered Appropriately					
Able to Communicate with Confidence (Used Appropriate Grammar and Vocabulary)					
Knowledge of Skills and/or Subject Matter Needed					
Able to Articulate Educational Background and Work/Volunteer Experience as it Relates to Position or Attending College					
Conveys Strong Leadership Skills (Initiative, Organization, Time Management, Teamwork, Conflict Resolution, etc.)					
Asked Appropriate and Thoughtful Questions					

Did Applicant present a 4-H Portfolio: Yes _____ No _____

Did Applicant send a Thank you Letter within 1 Week of Interview: Yes _____ No _____

Would you recommend hiring this candidate to fulfill the position they are applying for? YES NO (If No, Please be sure to explain why in comment section)