

### 4-H TEEN INTERVIEW EVALUATION FORM

Name: \_\_\_\_\_ Years in 4-H: \_\_\_\_\_

Type of Interview (check one) Job  College

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

Date of Interview: \_\_\_\_\_ Location: \_\_\_\_\_

Name of Club/Program (s): \_\_\_\_\_

Interviewer(s) Initials: \_\_\_\_\_

Please list the number of 4-H Interviews you have done previously: \_\_\_\_\_

Interviewer, please underline relevant comments. If unclear, check the box of the rating given

Rating Factors	Needs Improvement	Met Expectations	Above Expectations	Outstanding	Comments
<b>1. INTERVIEWEE — FIRST IMPRESSION</b>					
<b>Appearance</b>	Inappropriate dress Aspects within presenter's control were untidy	Neat and clean	Coordinated professional appearance	Great effort given to a professional appearance	
<b>Introduction</b>	Weak or no introduction	Confident Intro	Confident introduction highlighting interviewee's preparation	Memorable professional introduction, appropriate humor and/or authentic connection	
<b>Body Language</b>	Visibly nervous or uncomfortable; or comes across as arrogant/overly confident	Confident hand shake and eye contact	Body language enhances connection between interviewer and interviewee	Natural and authentic body language that conveys the perfect mix of confidence and curiosity	
<b>Voice</b>	Shaky voice; too low or too high; too fast or too slow	Clear Enunciation Good Volume & Rate	Voice enhances the interview through clear curiosity about position	Perfect pacing and volume, enthusiastic tone	
<b>Appreciative to Interviewer for Opportunity</b>	Forgot to thank interviewer for time	Verbal thank you	Written and verbal thank you	A thoughtful original thank you provided	
<b>2. EMPLOYMENT COVER LETTER, RESUME, AND APPLICATION</b>					
<b>Layout and Design</b>	Disorganized or hard to follow; Inconsistent	Clean design; organized logically and consistently	Layout and design show extra effort by interviewee	Original memorable and effective layout and design that don't detract from purpose	
<b>Content</b>	Missing key element(s)	Followed instructions and format	Thoughtfully completed all key elements and an additional recommended component	4-H Portfolio and/or other relevant additional elements included	
<b>Spelling and Grammar</b>	Errors proofreading and a spelling and grammar check would easily find	Correct grammar and vocabulary; One or two hard to catch typos possible	Clearly proofread	Advanced word choice and grammar	
<b>3. COLLEGE ESSAY AND APPLICATION</b>					
<b>Complete</b>	Incomplete or clearly rushed	Followed instructions and format	Thoughtfully completed all key elements and an additional recommended component	4-H Portfolio and/or other relevant additional elements included	

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<b>Originality</b>	Unoriginal, use of buzz words or common tropes	Essay offered some original stories and/or thoughts	Essay offered many original stories and/or thoughts	Author expertly told a personal story involving conflict that gave a clear picture of author and suitability for position	
<b>Spelling and Grammar</b>	Errors proofreading and a spelling and grammar check would easily find	Correct grammar and vocabulary; One or two hard to catch typos possible	Clearly proofread	Advanced word choice and grammar	
<b>4. THE INTERVIEW</b>					
<b>Questions Answered</b>	Difficulty answering	Responds appropriately to most questions	Responds comfortably and well to all questions	Answers many questions in a memorable original, and appropriate manner	
<b>Communication Skills</b>	Unclear communication in written and/or oral materials	Clear communication orally and in writing	Communicates in a clear and compelling manner	Strong communication skills as evidenced by relatability, connection and authenticity	
<b>Knowledge of Skills and/or Subject Matter Needed</b>	Unclear understanding of skills needed for the position	Understands the skills needed to be successful	Clearly cites skills needed to be successful	Clearly cites skills needed to be successful and plan to gain or enhance as yet undeveloped skills	
<b>Relates previous experiences to college or career position</b>	Unclear or lack of connection between past experiences and position	Does an overall good job connecting previous experience to position	Multiple specific examples of how past experiences relate to position	Clear examples of how previous experiences relate to specific college or employment skills -	
<b>Leadership Skills</b>	Was not able to provide examples of leadership or provided unclear or disconnected examples of leadership	Provided at least one clear example of leadership skills connected to job or college opportunity	Gave multiple relatable examples of leadership skills	Clear examples of leadership skills such as Initiative, Organization, Time Management, Teamwork, and/or Conflict Resolution	
<b>Interviewee Questions</b>	Did not prepare questions for interviewer	Asked at least one thoughtful and appropriate question	Asked multiple thoughtful and appropriate questions	Asked multiple well-researched questions that had not been covered during the interview, and made interviewee stand out	

Would you recommend hiring this candidate to fulfill the position for which s/he is applying? Yes  No  (If No, Please be sure to explain why not in comment section below)

Comments:

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