

**Niagara County 4-H Public Presentation
Interview Evaluation Guidelines**

Presenter Name: _____

Resume	1	2	3	4	5
Arrangement	Format is distracting; Font(s) distract from readability; Unbalanced margins	Some evidence of consistent format; Balanced margins	Format Identified strengths and information; Consistent and no variation of fonts and font size	Appropriate fonts/sizes; Balanced margins; Proper use of indentation; Format easy to read and appealing	Balanced margins and format appealing to the eye; Format highlights strengths & information; Use of fonts/size used with variety
Grammar - Punctuation	6 or more spelling errors; 6 or more grammar/punctuation errors	4-5 spelling errors; 4-5 grammar/punctuation errors	2-3 spelling errors; 2-3 grammar/punctuation errors	1 spelling error; 1 grammar/punctuation error	No spelling errors; No grammar/punctuation errors
Evidence of Skills	Lack of experience or skills; No clear demonstration of skills	Limited list of experiences; Skills do not line up with requirements	Listed skills; Skills line up with requirements	Listed skills with details; Some professional terminology used to describe skills; Demonstrates abilities	Concise list of skills with details; Good use of professional terminology used to describe skills; Thorough demonstration of skills
Career/College Objective	No evidence career or college objective	Missing objective, experience, or education; information demonstrates ability to perform	Objectives & experience covered with some details; Minimal information given to enhance resume	Objective & experience covered with adequate details; Minimal information given to enhance resume	Objective & experience covered in detail; Extra information given to enhance resume
References	All friends; no phone numbers	References mostly friends with some phone numbers	Varied references with phone numbers	Good references with phone numbers and partial address	Reputable references with phone numbers and completed addresses

Application	1	2	3	4	5
Content	Application sloppy & incomplete	Application complete but lacking neatness	Application showing completeness and legible	Application neat & easy to read	Application very neat and appealing; Easy to read
Personal Data	No information included	Information included by irrelevant	Some relevant information included	Relevant information included	Thorough and concise information included
Educational Information	Incomplete information	Education does not meet expectations	Education information included	Adequate education and completeness	Complete educational information included
Employment - Volunteer Experience	No volunteer or employment experience	Limited employment volunteer or employment experience	Adequate volunteer or employment experience	Both volunteer and employment experience	Excellent volunteer and employment experiences cited within application

Application	1	2	3	4	5
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Interview	1	2	3	4	5
Greeting and Introduction	Giving no greeting and poor eye contact	Poor greeting and poor eye contact; Appears nervous	Gives a greeting and has eye contact with interviewers; May appear a little nervous	Good cordial greeting; Good eye contact	Very cordial greeting with handshake and excellent eye contact
Speech, Grammar, Vocabulary, Enunciation	Nervous; Strong use of slang; uses "ands & ums"; incomplete thoughts	Speaking in somewhat nervous manner; Use of several "ands & ums"	Speaks articulately most of the time; Used general words; Little use of "ands & ums"	Speaks articulately; Uses some professional words; Occasional use of "ands & ums"	Speaks clearly and articulately; Integrated professional language throughout responses. No use of "ands & ums";
Voice	Voice too soft, barely audible; rate too fast or too slow	Voice not clear; inconsistent rate; voice drops off	Voice clear, projects well, generally consistent rate; voice stays audible ~ does not drop off	Voice clear, distinct; projects well with appropriate volume and rate.	Voice very clear, distinct; projects and modulates tone to enhance specific points.
Personality and Poise	Appears nervous; Extremely uneasy, Distractive fidgeting mannerisms	Appears somewhat uneasy or nervous; Some fidgeting mannerisms	Appears generally calm and relaxed in front of audience; no fidgeting.	Appears calm, relaxed; conveys confidence and is comfortable in front of audience.	Appears calm, relaxed, personable; Engages audience with confident demeanor; very comfortable
Attitude	Conveys boredom; lacks spark of enthusiasm	Some enthusiasm shown; needs much more	Presenter conveys personal interest and enthusiasm for piece	Clear enthusiasm shown throughout piece as shown in attitude and inflection	Infectious enthusiasm displayed and felt throughout piece as displayed in attitude and inflection
Courtesy	Closed body language; Unfriendly tone; No eye contact	Unwelcoming body language; Curt greeting; Some eye contact	Somewhat relaxed body language; Acceptable greeting and eye contact	Welcoming body language and polite tone; Good eye contact	Open and welcoming body language; Polite, pleasant tone with a smile; Constant eye contact
Knowledge and Presentation of Ability	Shows little understanding of job or university	Somewhat confused or unclear in the expectations of the interview	Clear evidence of understanding through use of information and handling questions	Exhibits excellent grasp of information during interview and questioning	Superior grasp of information and ease of explaining answers to questions

Interview	1	2	3	4	5
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Self Confidence	Either very unsure and nervous or cocky and arrogant	Some nervousness and lack of conviction or slightly combative in discussion	Mostly at ease with interviewers with some signs of nervousness (slight nervous behaviors)	Comfortable with interview; Open and friendly	Very comfortable with interview and able to articulate skills with the absence of bragging
Appearance	Not applicable	Usually not given	Usually not given ~ consider if shoes are untied, etc.	Well groomed; neat, clean, appropriate attire START HERE	Dressed in a professional manner; Neat and well groomed
Response to Questions	Inaccurate or incomplete responses; Failed to integrate knowledge & experience	Responses missing important details; Shows little or no knowledge of position or institution	Complete responses given; Shows some knowledge of position or institution	Responses complete and generally well organized; Demonstrated knowledge of position or institution	Responses complete; Very well organized and detailed; Demonstrates a great deal of knowledge of position or institution

