

Dutchess County 4-H Teen Interview Evaluation Sheet



Name: _____

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	Meets Expectations	Needs Improvement or not provided	Comments
1. Interviewee					
Appearance: professional attire and appropriate grooming					
Introduction: professional greeting and attitude, firm handshake					
Body Language: displayed confidence, makes eye contact					
Voice: clear enunciation, good volume, tone and rate					
2. Application Form (required)					
Neatness: legible writing, clean with few crossings out					
Content: fully completed with relevant information					
3. Job Description or College Essay (required)					
Content: fulfills the intended purpose					
Writing, Spelling and Grammar: legible and well written					
4. Portfolio (highly recommended)					
Quality: relevance and breadth of content					
4. The Interview					
Ability to Answer Questions: relevant, articulate and well spoken					
Competence: knowledge: of skills and/or subject matter					
Leadership: qualities such as initiative, organization, and teamwork					
Conclusion: asks relevant questions and sincerely thanks interviewers					

Would you recommend this candidate for the position they are applying for? YES NO (If No, provide constructive feedback - use back of sheet if needed)

Summative Comment: