

Erie County 4-H Public Presentation Program: Interview Evaluation Guidelines

Revised 1/2025

| 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 identifies 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 & format appealing to the eye Format highlights strengths & information Use fonts/size used with variety |
| Grammar/ Punctuation | 6 + spelling errors 6 or more grammar/ punctuation errors | 4-5 spelling errors 4-5 grammar/ punctuation errors | 2-3 spelling errors 2-3 grammar or punctuation errors | 1 spelling error 1 grammar or punctuation error | No spelling errors No grammar/ punctuation errors |
| Evidence of skills | Lack of experiences 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 or College Objective | No evidence career or college objective | Missing, objective, experience or education Information demonstrates ability to perform | Objective & experience covered with some details Minimal information given to enhance resume | Objective & experience covered with adequate details Extra information given to enhance resume | Objective & experience covered in detail Extra information given to enhance resume |
| References | All friends, no phone numbers Or no references | References mostly friends with some phone numbers | Varied references with phone numbers | Good references with phone #'s and partial addresses | Reputable references with phone #'s and complete addresses |

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| 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 appealing & easy to read |
| Personal Data | No information included | Information included but 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 volunteer or employment experience | Adequate volunteer or employment experience | Both Volunteer & employment experience | Excellent volunteer and employment experiences cited within application |
| References | All friends no phone numbers | References mostly friends with phone numbers | Varied references with phone numbers | Good references with phone #'s and partial addresses | Reputable references with phone #'s and complete addresses |
| INTERVIEW | 1 | 2 | 3 | 4 | 5 |
| Greeting & Introduction | Giving no greeting and poor eye contact. | Poor greeting and poor eye contact. Appears nervous. | Give a greeting and has eye contact with interviewer(s). May appear a little nervous. | Good cordial greeting Good eye contact | Very cordial greeting with handshake & excellent eye contact. |
| Speech grammar, vocabulary, enunciation | Nervous. Strong use of slang, "and" & "um." Incomplete thoughts. | Speaking in somewhat nervous manner. Use of several "and" & "um." | Speaks articulately most of the time. Uses general words. Little use of "and" & "um." | Speaks articulately. Uses some professional words. Occasional use of "and" & "um." | Speaks clearly and articulately. Integrated professional language throughout responses. No use of "and" or "um." |
| 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 rare; 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. |

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| INTERVIEW (cont) | 1 | 2 | 3 | 4 | 5 |
|--|--|--|---|---|---|
| Personality & Poise | Appears nervous, Extremely uneasy. Distractive fidgeting mannerism. | Appears somewhat uneasy or nervous. Some fidgeting mannerisms. | Appears generally calm and relaxed in front of interviewer(s). No fidgeting. | Appears calm, relaxed conveys confidence and is comfortable in front of audience. | Appears calm, relaxed, personable, engages audience with confident demeanor, extremely comfortable. |
| Attitude | Conveys boredom; lacks spark of enthusiasm. | Some enthusiasm shown; needs much more. | Presenter conveys personal interest and enthusiasm for interview. | Clear enthusiasm shown throughout interview. | Infectious enthusiasm displayed throughout interview. |
| Courtesy | Closed body language. Unfriendly tone. No eye contact. | Unwelcoming body language. Curt greeting. Some eye contact. | Somewhat relaxed body language. Acceptable greeting & eye contact. | Welcoming body language and polite tone, good eye contact. | Open and welcoming body language. Polite, pleasant tone, with smile. Excellent eye contact. |
| Knowledge and presentation of ability | Interviewer 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 of questions. | Exhibits excellent grasp of information during interview and questioning. | Superior grasp of information and ease of explaining answers to questions. |
| Self Confidence | Either very unsure and nervous OR cocky and arrogant nature. | Some nervousness and lack of conviction or slightly confrontational in discussion. | Mostly at ease with interviewers with some signs of nervousness. | Comfortable with interviewers, open & friendly. | Very comfortable with interviewers and able to articulate skills without arrogance. |
| Appearance | NA <i>Start with a 2.</i> | Dress and appearance were inappropriate or unkempt. | Dressed neatly but casually. | Dressed in business casual. Dressed neatly. | Dressed in professional manner. Well groomed & neat. |
| Response to Questions | Inaccurate or incomplete responses. Failed to integrate knowledge & experience. | Responses missing important details. Shows little knowledge of position or institution. | Complete responses given. Shows some knowledge of position or institution. | Responses complete and generally organized. Demonstrates knowledge of position or institution. | Responses complete, very well organized and detailed. Demonstrates a great deal of knowledge of position or institution. |