

# DESCRIPTION OF INTERVIEW EVALUATION FORM RATING SCALE

## DELIVERY

**Voice** - is the way a speaker controls volume, flexibility, and expressiveness of voice to gain greater audibility. Voice should have a variety of rate, volume, and pitch to engage interest, hold attention, and convey self-assurance.

**Language Usage** - refers to the appropriate choice of words, proper use of grammar, and correct enunciation. Language should promote clear understanding of thoughts and be appropriate for the occasion.

**Interpersonal Skills** - there is rapport and involvement between the candidate and the judge.

**Non-verbal Language** - refers to the manner in which the candidate uses gestures, facial expressions, and physical involvement for effective communication. It is the indirect revelation of the candidate's real self while speaking.

When asking questions of the candidate, keep these skills in mind. Help the candidate to develop experience in answering questions that reveal these skills. Through the interview process, the individual reveals:

Problem-Solving Skills  
Analytical Skills  
Organizational Skills

Creating/ Developing Skills  
Interpersonal Skills  
Promotional Skills

**Manner** - the candidate should speak with enthusiasm and assurance, showing interest in the interviewers and confidence in their reactions.

**Appearance** - the candidate is appropriately dressed for the interview. Team uniforms are not allowed. It is strongly recommended that the candidate refrain from mentioning his/her school location.

## CONTENT

**Listening Skills** - is the ability to analyze and interpret " what is being asked." In order to answer skillfully and address the issue being considered, the candidate must listen carefully and attentively. The candidate's response to the questions will give an indication of his/her level of attention and ability to identify, sort, and process information being requested.

**Answering Skills** - is the ability to 1) address the issue being considered, 2) present information in a clear, concise manner, 3) organize information in a logical and sequential order, 4) adjust response appropriately to a variety of audiences, and 5) pace conversation to convey necessary information and achieve purpose. Order, logic, imagination, intelligence, and other personal qualities, are reflected in the way answers are given.

**Responses** - engages the interviewers attention and gives insight into the candidate's personal qualities, skills, goals, and experiences. The answers are supported by relevant examples and illustrations. All information presented should be relevant to the question being asked.

**Overall Effectiveness** - measures the 1) nature of information provided, 2) manner in which it was communicated, 3) overall impression it created, and 4) rapport established between the interviewer and candidate. Some of the questions to consider are: Did the candidate provide the information requested in a skillful manner? Was the information relevant and meaningful? Was the candidate able to achieve a positive impression of his/her skills, experiences, and personal qualities?