



	Outstanding	Acceptable	Unacceptable
10 % On Time	Shows up early for the interview.	Shows up on time for the interview.	Late, no advance notice.
	10	8	5
5 % Greeting - Handshake - Formal Greeting - Friendly - Courteous - Thank Interviewers	Professional behavior and language exhibited. Acknowledges interviewers before and after interview, says "hello" and "thank you", and is friendly and courteous.	Acceptable behavior, handshake, courteous to all. Thanks interviewer.	Uncourteous, exhibits unacceptable behavior or language.
	5	3	1
10 % 1st Impression - Appearance is Professional - Well Groomed	Wearing appropriate, business professional clothes. Hair is clean and properly styled. Facial hair is appropriately groomed while no heavy makeup was applied. Finger nails are an appropriate length, clean, trimmed. Wearing dress shoes with long socks.	1 item from the previous list is not appropriate or is completely unmet.	2-3 items from the previous list are not appropriate or are completely unmet.
	10	8	5
15% Poise / Body Language - Not Slouching - Consistent Eye Contact - No Fidgeting	Interviewee engaged by maintaining eye contact, not fidgeting, and responding to interviewers. Attentive and comfortable being interviewed.	Interviewee engaged, but eyes wander occasionally or slouches.	Interviewee is not engaged, does not make eye contact with interviewers, constantly fidgets and shifts, not confident.
	15	10	5
20% Active Listening & Presence - Pays Attention to Questions - Doesn't Interrupt - Avoids "Um", "Like", etc. - Positive Attitude - Speaks Confidently	Interviewee doesn't ask to repeat questions, doesn't interrupt interviewers, avoids filler words, speaks clearly, and speaks confidently and with appropriate speed. Has a positive attitude.	Interviewee needs some reiteration, doesn't interrupt interviewers, uses some filler words, and speaks clearly, confidently, and with appropriate speed. Has a positive attitude.	Interviewee doesn't understand the questions, interrupts interviewers, uses a lot of filler words, doesn't speak clearly, loudly, or with an appropriate speed. May not have a positive attitude.
	20	15	10
20% Question Responses - Appropriate Sentence Structure - Appropriate Grammar - Thorough Answers	Responses are thorough, connects opportunity to future, uses appropriate sentence structure and grammar in responses,	Answers are appropriate, opportunity is addressed sometimes, uses appropriate sentence structure and grammar.	Questions are not answered, unable to understand sentence structure or grammar.
	20	15	10
20% Leadership / Citizenship - Demonstrates Effective Leadership - Active in Community - 4-H Involvement	Involved at various levels in 4-H. More than average involvement in their community (school, community, sports, church, or other organizations). Details involvement roles, and recognition. Demonstrates leadership	Describes 4-H involvement and non-4-H experiences in school, community, sports, church, or other organizations. Demonstrates leadership.	Shares minimal 4-H involvement and dimensions. Exhibits hobbies or extracurricular activities. Has limited or no leadership experience.
	20	15	10