

# EVALUATION FORM

Prepare for an Interview

Member Name \_\_\_\_\_ Date \_\_\_\_\_

Evaluator \_\_\_\_\_ Speech Length: 5 – 7 minutes

**Speech Title** \_\_\_\_\_

## Purpose Statement

The purpose of this project is for the member to practice the skills needed to present himself or herself well in an interview.

## Notes for the Evaluator

The member completing this project has spent time organizing his or her skills and identifying how those skills can be applied to complete this role-play interview.

About this speech:

- The member designed interview questions for the interviewer that are specific to their skills, abilities, and any other content he or she wants to practice.
- Though the member designed questions, he or she does not know exactly which questions will be asked.
- Look for poise, concise answers to questions, and the ability to recover from ineffective answers.

## General Comments

You excelled at:

You may want to work on:

To challenge yourself:

For the evaluator: In addition to your verbal evaluation, please complete this form.

5 EXEMPLARY	4 EXCELS	3 ACCOMPLISHED	2 EMERGING	1 DEVELOPING
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<p><b>Clarity:</b> Spoken language is clear and is easily understood</p> <p>5            4            3            2            1</p>	Comment:
<p><b>Vocal Variety:</b> Uses tone, speed, and volume as tools</p> <p>5            4            3            2            1</p>	Comment:
<p><b>Gestures:</b> Uses physical gestures effectively</p> <p>5            4            3            2            1</p>	Comment:
<p><b>Comfort Level:</b> Appears comfortable with the interviewer</p> <p>5            4            3            2            1</p>	Comment:
<p><b>Poise:</b> Shows poise when responding to questions</p> <p>5            4            3            2            1</p>	Comment:
<p><b>Impromptu Speaking:</b> Formulates answers to questions in a timely manner and is well-spoken</p> <p>5            4            3            2            1</p>	Comment:

# EVALUATION CRITERIA

## Prepare for an Interview

This criteria lists the specific goals and expectations for the speech. Please review each level to help you complete the evaluation.

### Clarity

- 5 – Is an exemplary public speaker who is always understood
- 4 – Excels at communicating using the spoken word
- 3 – Spoken language is clear and is easily understood
- 2 – Spoken language is somewhat unclear or challenging to understand
- 1 – Spoken language is unclear or not easily understood

### Vocal Variety

- 5 – Uses the tools of tone, speed, and volume to perfection
- 4 – Excels at using tone, speed, and volume as tools
- 3 – Uses tone, speed, and volume as tools
- 2 – Use of tone, speed, and volume requires further practice
- 1 – Ineffective use of tone, speed, and volume

### Gestures

- 5 – Fully integrates physical gestures with content to deliver an exemplary speech
- 4 – Uses physical gestures as a tool to enhance speech
- 3 – Uses physical gestures effectively
- 2 – Uses somewhat distracting or limited gestures
- 1 – Uses very distracting gestures or no gestures

### Comfort Level

- 5 – Appears completely self-assured with the interviewer
- 4 – Appears fully at ease with the interviewer
- 3 – Appears comfortable with the interviewer
- 2 – Appears uncomfortable with the interviewer
- 1 – Appears highly uncomfortable with the interviewer

### Poise

- 5 – Shows exemplary poise when responding to questions
- 4 – Shows a high level of poise when responding to questions
- 3 – Shows poise when responding to questions
- 2 – Shows poise when responding to some questions, but is flustered or uncomfortable with others
- 1 – Is often flustered or uncomfortable when responding to questions

### Impromptu Speaking

- 5 – Appears comfortable, seamlessly answering questions with well-formulated responses
- 4 – Appears comfortable answering questions with well-formulated responses
- 3 – Formulates answers to questions in a timely manner and is well-spoken
- 2 – Takes time to formulate answers to questions, but creates awkward pauses at times
- 1 – Creates multiple awkward pauses by hesitating before answering questions and may fail to answer at all

