

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

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

