

4-H Career Communications

Date: _____

Member Name: _____ Age: _____ Junior/Int (8-13) Senior (14-18)

County: _____ Title: _____



Indicate point value that most closely matches performance.

Performance	1 point	2 points	3 points	4 points	POINTS
Interview Answers	More practice needed to answer questions.	Questions answered or handled well when unable to provide answers.	Skillful answers to questions and related them well to the position.	Answers are used to exemplify skills beyond the questions, resumé and cover letter.	
Position Knowledge	More information and understanding of job position is needed by applicant.	Adequate knowledge of position.	In-depth knowledge of position.	Full position knowledge (more than required).	
Organization	Answers to questions are unorganized.	Answers to questions follow a logical progression.	Answers to questions show skill and creativity in organization.	Answers to questions show a strong structure that enhances effect of answer.	
Voice	Volume, pronunciation or vocal variation needs improvement.	Voice and language are adequate.	Voice and language are skillful and effective.	Volume, tone, timing, inflection, and language enhance the interview.	
Manner and Appearance	Appearance, body language or gestures need improvement.	Appearance and mannerisms are appropriate.	Appearance and mannerisms are presented with business-like conduct and style.	Appearance and mannerisms are presented with a professional demeanor and personal style.	
Application	Application is missing or messy.	Application is clearly filled out.	Application is professional in appearance.	Application is exceptionally done.	
Cover letter	Cover letter is missing or unclear.	Cover letter is clear and organized.	Cover letter is well organized and effective. Tailored to position.	Cover letter is creative, organized and contributes to a professional presentation.	
Resumé	Resumé is missing or unclear.	Resumé is clear and organized.	Resumé is well organized and effective. Tailored to position.	Resumé is creative, organized and contributes to a professional presentation.	

Ribbon Placings: BLUE 32-24 points RED 23-16 points WHITE 15 points and below

Presentation Time _____

TOTAL POINTS _____

What did the 4-H member do particularly well?

What could the 4-H member have done differently to make the presentation more effective?

Evaluator's name: _____