

New York State Public Presentation Program: Interview Evaluation Guidelines

RESUME	1	2	3	4	5
Arrangement	Format is distracting Font(s) distract from readability. Unbalanced margins	Some evidence of consistent format Balanced margins	Format identifies strengths and information Consistent and no variation of fonts and font size	Appropriate fonts/sizes Balanced Margins Proper use of indentation Format easy to read and appealing	Balanced margins & format appealing to the eye Format highlights strengths & information Use fonts/size used with variety
Grammar/ Punctuation	6 or more spelling errors 6 or more grammar/ punctuation errors	4-5 spelling errors 4-5 grammar/ punctuation errors	2-3 spelling errors 2-3 grammar or punctuation errors	1 spelling error 1 grammar or punctuation error	No spelling errors No grammar/ punctuation errors
Evidence of skills	Lack of experiences or skills No clear demonstration of skills	Limited list of experiences skills do not line up with requirements	Listed skills skills line up with requirements	Listed skills with details Some professional terminology used to describe skills Demonstrates abilities	Concise list of skills with details Good use of professional terminology used to describe skills Thorough demonstration of skills.
Career or College Objective	No evidence career or college objective	missing, objective, experience or education Information demonstrates ability to perform	Objective & experience covered with some details Minimal information given to enhance resume	Objective & experience covered with adequate details Extra information given to enhance resume	Objective & experience covered in detail Extra information given to enhance resume
References	All friends no phone numbers	References mostly friends with some phone numbers	Varied references with phone numbers	Good references with phone #'s and partial addresses	Reputable references with phone #'s and complete addresses

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APPLICATION	1	2	3	4	5
Content	Application sloppy & incomplete	Application complete but lacking neatness	Application showing completeness and legible	Application neat & easy to read	Application very neat appealing & easy to read
Personal Data	No information included	Information included but irrelevant	Some relevant information included	Relevant information included	Thorough and concise information included
Educational Information	Incomplete Information	Education does not meet expectations	Education Information included	Adequate education and completeness	Complete Educational Information included
Employment/Volunteer Experience	No volunteer or employment experience	Limited employment volunteer or employment experience	Adequate volunteer or employment experience	Both Volunteer & employment experience	Excellent volunteer and employment experiences cited within application
References	All friends no phone numbers	References mostly friends with phone numbers	Varied references with phone numbers	Good references with phone #'s and partial addresses	Reputable references with phone #'s and complete addresses
INTERVIEW	1	2	3	4	5
Greeting & Introduction	Giving no greeting and poor eye contact.	Poor greeting and poor eye contact. Appears nervous	Give a greeting and has eye contact with interviewer(s) may appear a little nervous	Good cordial greeting Good eye contact	Very cordial greeting with handshake & excellent eye contact
Speech grammar, vocabulary, enunciation	Nervous, strong use of slang, ands & ums. Incomplete thoughts	Speaking in somewhat nervous manner. Use of several "ands" & "ums".	Speaks articulately most of the time. Used general words. Little use of "ands" & "ums"	Speaks articulately. Uses some professional words. Occasional use of "ands" & "ums"	Speaks clearly and articulately. Integrated professional language throughout responses. No use of "ums" & "ands"
Voice	Voice too soft, barely audible; rate too fast or too slow	Voice not clear: inconsistent rate: voice drops off	Voice clear, projects well, generally consistent rare; voice stays audible- does not drop off.	Voice clear, distinct projects well with appropriate volume and rate.	Voice very clear, distinct; projects and modulates tone to enhance specific points

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INTERVIEW (cont)	1	2	3	4	5
Personality & Poise	Appears nervous, Extremely uneasy. Distractive fidgeting mannerism	Appears somewhat uneasy or nervous Some fidgeting mannerisms	Appears generally calm and relaxed in front of interviewer(s). no fidgeting	Appears calm, relaxed conveys confidence and is comfortable in front of audience	Appears calm, relaxed, personable, engages audience with confident demeanor, extremely comfortable.
Attitude	Conveys boredom; lacks spark of enthusiasm	Some enthusiasm shown; needs much more.	Presenter conveys personal interest and enthusiasm for interview.	Clear enthusiasm shown throughout interview	Infectious enthusiasm displayed throughout interview.
Courtesy	Closed body language. Unfriendly tone. No eye contact.	Unwelcoming body language. Curt greeting. Some eye contact	Somewhat relaxed body language. Acceptable greeting & eye contact	welcoming body language and polite tone, good eye contact	Open and welcoming body language. Polite, pleasant tone with a smile. Constant eye contact
Knowledge and presentation of ability	Interviewer shows little understanding of job or university.	Somewhat confused or unclear in the expectations of the interview	Clear evidence of understanding through use of information and handling of questions	Exhibits excellent grasp of information during interview and questioning	Superior grasp of information and ease of explaining answers to questions
Self Confidence	Either very unsure and nervous or cocky or arrogant nature	Some nervousness and lack of conviction or slightly combative in discussion	Mostly at ease with interviewers with some signs of nervousness (slight nervous ticks)	Comfortable with interviewers, open & friendly.	Very comfortable with interviewers and able to articulate skills with the absence of bragging or conceit.
Appearance	Dress and appearance was inappropriate or unkempt	Dressed neatly but casually	Dressed in business casual. Dressed neatly	Dressed in professional manner (skirt/dress pants /tie) Well groomed & neat	Dressed in highly professional manner (suit, tie.) Neat & well groomed
Response to Questions	Inaccurate or incomplete responses. Failed to integrate knowledge & experience	Responses missing important details. Shows little knowledge of position or institution	Complete responses given. Shows some knowledge of position or institution	Responses complete and generally well organized. Demonstrated knowledge of position or institution	Responses complete, very well organized and detailed. Demonstrates a great deal of knowledge of position or institution.

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