



# 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 themselves well in an interview.

### Notes for the Evaluator

The member completing this project has spent time organizing their 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 they want to practice.
- ▶ Though the member designed questions, they do 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.

**Clarity:** Spoken language is clear and is easily understood

5 – Exemplary      4 – Excels      3 – Accomplished      2 – Emerging      1 – Developing

Comments:

**Vocal Variety:** Uses tone, speed, and volume as tools

5 – Exemplary      4 – Excels      3 – Accomplished      2 – Emerging      1 – Developing

Comments:

**Eye Contact:** Effectively uses eye contact to engage audience

5 – Exemplary      4 – Excels      3 – Accomplished      2 – Emerging      1 – Developing

Comments:

**Gestures:** Uses physical gestures effectively

5 – Exemplary      4 – Excels      3 – Accomplished      2 – Emerging      1 – Developing

Comments:

**Comfort Level:** Appears comfortable with the audience

5 – Exemplary      4 – Excels      3 – Accomplished      2 – Emerging      1 – Developing

Comments:

**Poise:** Shows poise when responding to questions

5 – Exemplary      4 – Excels      3 – Accomplished      2 – Emerging      1 – Developing

Comments:

**Impromptu Speaking:** Formulates answers to questions in a timely manner and is well-spoken

5 – Exemplary      4 – Excels      3 – Accomplished      2 – Emerging      1 – Developing

Comments:

## Evaluation Criteria

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

5 – Exemplary 4 – Excels 3 – Accomplished 2 – Emerging 1 – Developing

### 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

### Eye Contact

- 5 – Uses eye contact to convey emotion and elicit response
- 4 – Uses eye contact to gauge audience reaction and response
- 3 – Effectively uses eye contact to engage audience
- 2 – Eye contact with audience needs improvement
- 1 – Makes little or no eye contact with audience

### 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 audience
- 4 – Appears fully at ease with the audience
- 3 – Appears comfortable with the audience
- 2 – Appears uncomfortable with the audience
- 1 – Appears highly uncomfortable with the audience

### 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