



Kentucky 4-H Achievement Interview Rubric						
Name:	County:		District:		Level:	
Category/Description	1 Needs Improvement	2	3 Average	4	5 Effective	Total
First Impressions Greetings, attire, professionalism	<ul style="list-style-type: none"> Attire was unprofessional Did not greet or shake hands Didn't come across as friendly or engaging Unable to lead the conversation Did not come across as prepared 		<ul style="list-style-type: none"> Attire was ok but not business professional Greeted and shook hands but not in a professional manner Somewhat engaging and friendly but needs improvement Somewhat prepared but needs improvement 		<ul style="list-style-type: none"> Attire was business professional Greeted and shook hands with interviewers in a professional manner Friendly and engaging in a professional manner Comes across as prepared and ready for the interview 	
Interview Content Qualifications & Skills	<ul style="list-style-type: none"> Demonstrated a lack of, or minimal knowledge of KY 4-H YD Asked no or very few questions or only Yes/No questions Replied to questions with little or no detail and inappropriate length Was not an equal partner in the conversation 		<ul style="list-style-type: none"> Demonstrated some or basic knowledge of KY 4-H YD Only asked a few questions of the interviewer Replied to questions with adequately but with little detail Viewed as an adequate but not exemplary conversational partner 		<ul style="list-style-type: none"> Demonstrated excellent and diverse knowledge of KY 4-H YD Asked thoughtful questions of the interviewer Replied to questions fully and with detail Viewed as an equal conversational partner 	
Communication Delivery Interviewing Skills & techniques	<ul style="list-style-type: none"> Eye contact was not adequate Spoke too quickly or too slowly 		<ul style="list-style-type: none"> Eye contact was adequate but not consistent Occasionally spoke too quickly or too slowly 		<ul style="list-style-type: none"> Eye contact excellent with each interviewer Spoke at an appropriate pace Non-verbal body language enhanced the interview 	



	<ul style="list-style-type: none"> • Non-verbal body language was distracting • Communication style, grammar, or language was inappropriate for audience • Filler words (um, like, uh) were used too frequently • Poor posture, shifting from foot to foot 	<ul style="list-style-type: none"> • Non-verbal body language was occasionally distracting • Communication style, grammar, or language was good • Filler words were used moderately • Ok posture and stance 	<ul style="list-style-type: none"> • Communication style, grammar, or language was appropriate for audience • Filler words were used minimally • Excellent posture and stance 	
Final Impressions Wrap up and interest level	<ul style="list-style-type: none"> • Unable to gauge if applicant was truly interested in position • Did not ask questions • Did not thank interviewer, did not shake hands, departed in an abrupt manner • Did not seem to have a clear understanding of 4-H Achievement 	<ul style="list-style-type: none"> • Showed marginal interest in position • Asked generic or mediocre questions • Left out one or more key elements when departing (thanks, handshake, effective disengagement) • Had a minimal or self-serving understanding of 4-H Achievement 	<ul style="list-style-type: none"> • Expressed genuine interest in the position • Asked thoughtful, relatable and relevant questions • Thanks interviewer, shook hands, departed/disengaged warmly • Showed a clear understanding of 4-H Achievement 	
				Total Score
Comments Please provide at least 2-3 specific comments about the interviewee				



University of Kentucky
College of Agriculture,
Food and Environment
Cooperative Extension Service



Cooperative Extension Service
Agriculture and Natural Resources
Family and Consumer Sciences
4-H Youth Development
Community and Economic Development

Educational programs of Kentucky Cooperative Extension serve all people regardless of economic or social status and will not discriminate on the basis of race, color, ethnic origin, national origin, creed, religion, political belief, sex, sexual orientation, gender identity, gender expression, pregnancy, marital status, genetic information, age, veteran status, or physical or mental disability. University of Kentucky, Kentucky State University, U.S. Department of Agriculture, and Kentucky Counties, Cooperating.
LEXINGTON, KY 40546



Disabilities
accommodated
with prior notification.