

Jr. Leader Interview

Judge's Notes

Offer a handshake when they enter and invite them to sit. Explain to them that you will ask them a few questions and that you would like them to just relax and enjoy the interview.

Place more emphasis on their interview style than their appearance, resume or cover letter. Feel free to review their resume and cover letter and make notes as appropriate. They were encouraged to have their resume focus on life skills but it is OK if they did not follow this rule. The cover letter and resume will be returned to them. Remember to keep comments positive.

Appearance-they do not need to wear their "Sunday best" but they do need to look presentable. In this situation due to the informal nature of the interview, khakis or nice jeans are acceptable. They should be neatly groomed.

You have 10 minutes between interviews. I would recommend you commit 7 minutes to interview them, and leave three minutes to write notes. Remember to keep comments positive.

This may be many youth's first interview experience. They may be nervous. Make them feel comfortable.

The 4-H member will be given the interview form to see. Feel free to write any comments that will help them in their future interview processes. The point of the interview and writing resumes/cover letters is to prepare them for their future. Also look at their resume/cover letters after the interviews are complete. Feel free to write comments about their resume and cover letter. They need to be returned to the Extension office by the end of the evening.

Thanks for your time!

Jr. Leader Interview Score Sheet

Member's Name: _____

| | Excellent | Good | Needs Improvement | Comments |
|--|-----------|------|-------------------|----------|
| Eye contact | | | | |
| Smiles and is relaxed | | | | |
| Arrived on time | | | | |
| Shook hands firmly | | | | |
| Seemed enthusiastic about 4-H | | | | |
| Has good posture (sits straight) | | | | |
| Has neat hair and clothes | | | | |
| Speaking Ability Expression natural, not memorized Proper English Able to handle questions Organized and good flow Speak clearly and loud enough? | | | | |

Overall comments: