



Colorado ACE Student Leadership Conference Competitive Event

Interviewing

Description: Students participate in a mock job interview.

Type of Event: Individual

Rules:

1. Maximum 5-minute one-on-one interview conducted with judge as interviewer.
2. Student may select to be interviewed for any position for which they are trained/being trained.
3. Selection of position must be made prior to interview and judge/interviewer informed at start of session.
4. Students will be asked several questions, some common to interview situations, with the number of questions dependant on the length of answers given.
5. Students will be evaluated on the following:
 - a. Introduction/First Impression:
 - i. Introduction to interviewer includes student's name and title of position
 - ii. Speaking voice clear and audible
 - iii. Attire is neat and professionally appropriate
 - b. Content of Answers:
 - i. Questions answered completely and logically
 - ii. Responses presented in standard English, without slang
 - iii. Does not interrupt interviewer
 - iv. Effectively turns negatives into positives
 - v. Answers remain on target, without digressions
 - c. Knowledge of Position:
 - i. Answers display understanding of duties of position being interviewed for
 - ii. Answers showcase fit between student's strengths and needs of position
 - d. Body Language:
 - i. Confident demeanor
 - ii. Consistent eye contact
 - iii. Displays attention without nervous behaviors
 - e. Attitude:
 - i. Demonstrates enthusiasm for interview and position

Refer to rubric for details of evaluation criteria.

RUBRIC FOR GRADING PRESENTATIONS

Interviewing

NAME:		SCHOOL:			
	EXCELLENT 8-10 Points	ABOVE AVERAGE 5-7 Points	AVERAGE 2-4 Points	NEEDS IMPROVEMENT 0-1 Points	Points Assigned by Judge
Introduction & First Impression	-introduction to interviewer includes student's name and title of position -speaking voice clear and audible -attire neat and professional <ul style="list-style-type: none"> • hair neat • limited jewelry • appropriate make-up • no jeans, t-shirts, sneakers • clothes clean, ironed, no holes, etc. 	-introduction to interviewer includes student's name and title of position -speaking voice audible -attire neat with only 1 or 2 lapses from requirements for excellence	-introduction made but incomplete -interviewer must ask student to repeat answers -attire shows effort but does not meet more than minimum requirements	does not demonstrate proficiency in interviewing & creating first impression	
Content of Answers	-questions answered completely and logically -responses presented in standard English, without slang -does not interrupt interviewer -effectively turns negatives into positives -answers remain on target without digressions	-questions answered completely OR logically -responses presented in understandable English, without excessive slang -does not interrupt interviewer -attempts to turn negatives into positives -answers without excessive digressions	-questions answered -responses understandable -occasionally interrupts interviewer -attempts to turn some negatives into positives -answers contain excessive digressions	does not demonstrate proficiency in content of answers	
Knowledge of Position	-answers display clear understanding of duties of position -answers showcase fit between student's strengths and needs of position	-answers display understanding of duties of position -answers allude to fit between student's strengths and needs of position	-answers display slight understanding of duties of position -answers attempt to allude to fit between student's strengths and needs of position	does not demonstrate proficiency in knowledge of position	
Body Language	-very confident demeanor -consistent eye contact -displays attention without nervous behaviors	-confident demeanor - eye contact re-connected after loss -displays attention with minimal nervous behaviors	- attempts to overcome lack of confidence -occasional eye contact -displays attention but also exhibits nervous behaviors	does not demonstrate appropriate dress	
Attitude	demonstrates strong enthusiasm for interview and position	demonstrates enthusiasm for interview and position	demonstrates enthusiasm for interview OR position	does not demonstrate positive attitude	
TOTAL POINTS AWARDED					
Judge's Signature:					

Point Equivalents: 50-40 gold, 39-31 silver, 30-21 bronze, 20-1 ribbon