| Name: | | | | Date: | | |
|---|---|---|---|---|---|---|

**Verbal Communication Items**

| | *Unacceptable -1* | *Below Average – 2* | *Average – 3* | *Above Average – 4* | *Exemplary – 5* | *Score* |
|---|---|---|---|---|---|---|
| **Listening** *Did the student answer the question presented?* | Answer did not reflect an understanding of the question or answered an unasked question. | Answer reflected a partial understanding of the question. | Answer reflected a general understanding of the question; May have missed a detail. | Answer reflected a general understanding of the question including some detail. | Answer reflected an explicit understanding of the question with appropriate detail. | |
| **Speaking:** *Did the student speak in an articulate manner and integrate professional language?* | Nervous; Incomplete thoughts, Not articulate; No use of professional language; Response riddled with "ums, uhs, ers, etc."; Incomprehensible grammar. | Spoke in a somewhat nervous manner; Lacked confidence in knowledge; Rare use of professional language; Many "ums, uhs, ers, etc."; Poor grammar. | Spoke articulately most of the time; Used general words at times instead of details; Integrated some professional language throughout response; Some "ums, uhs, ers"; Few grammatical errors. | Spoke clearly; Included a moderate amount of detail; Integrated professional language during the response; Few "ums, uhs, ers" in the response; Rare grammatical errors. | Spoke clearly and articulately; Was confident in knowledge; Integrated professional language throughout the response; No "ums, uhs, ers" etc."; No grammatical errors. | |
| ***Integrating*** *Did the student integrate general knowledge and experiences relating to question content?* | Failed to integrate knowledge or experiences related to question content; Inaccurate and/or incomplete responses; Interviewer was confused, unable to follow response. | Integrated some knowledge **or** experiences related to question content; Response was somewhat rambling or missing details; Interviewer needed to clarify responses or ask for more information. | Integrated some knowledge **and** experiences related to question content; Response was generally organized with some missing details. Interviewer was able to determine response content without additional clarification. | Integrated knowledge and experiences related to questions in a generally organized and accurate manner; Invited response from the interviewer. Came with prepared questions. | Fully integrated knowledge and experiences related to questions in an organized, accurate, and detailed manner; Engaged interviewer with unique answers. Came with well-prepared questions. | |
| | | | | | ***Total Verbal Communication Score:*** | |

| Non-verbal Communication Items | | | | | | |
|---|---|---|---|---|---|---|
| | *Unacceptable -1* | *Below Average – 2* | *Average – 3* | *Above Average – 4* | *Exemplary – 5* | *Score* |
| **Body Language** *Did the student's body language convey interest and facilitate the responses?* | Body language conveyed disinterest and/or extreme nervousness; Slouched or moved nervously throughout the interview. | Body language was difficult to interpret (too nervous and/or too casual); Sat upright at times, but slouched at others; Extraneous movements detracted from response. | Body language conveyed interest in responding; Sat in an upright manner; Seemed fairly natural most of the time. | Body language conveyed interest in responding; Appeared alert during responses, but some drifting of attention; Seemed natural most of the time, but uneasy. | Body language conveyed eagerness to respond; Sat in upright and alert manner; Seemed natural and at ease. | |
| **Eye Contact** *Did the student's eye contact seem natural and facilitate the responses?* | Limited or no eye contact; Seemed disengaged with topic and/or interviewer. | Intermittent or inconsistent eye contact; Conveyed non-interest in the topic and/or interviewer; Did not seem confident with interactions with the interviewer. | Appropriate, fairly consistent and natural eye contact; Generally conveyed interest in the topic and interviewer; Generally demonstrated confidence in interacting with interviewer. | Appropriate, mostly consistent eye contact; Conveyed interest in the topic and interviewer most of the time; Demonstrated higher level of confidence during interactions with the interviewer. | Sustained appropriate and natural eye contact; Conveyed interest in the topic and the interviewer; Demonstrated significant confidence during interactions with the listener. | |
| **Professional Dress** *Did the student dress in a professional manner?* | Dress was inappropriate and/or unkempt. | **Dressed in a casual, but less than professional manner (Revealing blouse, open collar/no tie); Fairly neat.** | Dressed in a professional manner (skirt/blouse, dress pants/blouse, shirt and tie); Generally neat and well-groomed. | Dressed in a professional manner (skirt/ blouse, dress pants/ blouse, shirt and tie, sport coat); Neat and well-groomed. | Dressed in a highly professional manner (suit, tie, dress); Neat and well groomed. | |

| | | | | | Total Non-Verbal Communication Score: | |
|---|---|---|---|---|---|---|
| Verbal Communication Score: | | Non-Verbal Communication Score: | | Complete Interview Score: | | |