

*Montana 4-H Congress*  
**4-H CAREER COMMUNICATIONS CONTEST EVALUATION**

Member Name: \_\_\_\_\_ County: \_\_\_\_\_

	<b>Level 1 (1 point)</b>	<b>Level 2 (2 points)</b>	<b>Level 3 (3 points)</b>	<b>Level 4 (4 points)</b>	<b>Points</b>
<b>Interview Answers</b>	More practice needed to answer questions.	Questions answered or handled well when unable to provide answers.	Skillful answers to questions and related them well to the position.	Answers are used to exemplify skills beyond the questions, resumé and cover letter.	
<b>Position Knowledge and Coverage</b>	More information and understanding of job position is needed by applicant.	Adequate knowledge of position.	In-depth knowledge of position.	Full position knowledge (more than required).	
<b>Organization</b>	Answers to questions are unorganized.	Answers to questions follow a logical progression.	Answers to questions show skill and creativity in organization.	Answers to questions show a strong structure that enhances effect of answer.	
<b>Voice</b>	Volume, pronunciation or vocal variation needs improvement.	Voice and language are adequate.	Voice and language are skillful and effective.	Volume, tone, timing, inflection, and language enhance the interview.	
<b>Manner and Appearance</b>	Appearance, body language or gestures need improvement.	Appearance and mannerisms are appropriate.	Appearance and mannerisms are presented with business like conduct and style.	Appearance and mannerisms are presented with a professional demeanor and personal style.	
<b>Application</b>	Application is missing or messy.	Application is clearly filled out.	Application is professional in appearance.	Application is exceptional done.	
<b>Cover letter</b>	Cover letter is missing or unclear.	Cover letter is clear and organized.	Cover letter is well organized and effective. Tailored to position.	Cover letter is creative, organized and contributes to a professional presentation.	
<b>Résumé</b>	Résumé is missing or unclear.	Résumé is clear and organized.	Résumé is well organized and effective. Tailored to position.	Résumé is creative, organized and contributes to a professional presentation.	

**Presentation Time:** \_\_\_\_\_ **Total Points:** \_\_\_\_\_

**Ribbon Placing: Blue 24-32 pts** \_\_\_\_\_

**Red 16-23 pts** \_\_\_\_\_

**White 15 pts and below** \_\_\_\_\_