Scoring Guide for Award Trip Interview

Applicant Name: _____

Date of Interview: _____

Trip(s) Applying for: _____

	4 points	3 points	2 points	1 point
First Impression (Appearance and Greeting)	Overall appearance is very appropriate (clothing, grooming, casual business attire) Professional behavior and language with firm handshake.	Overall neat appearance (acceptable clothing, well groomed). Friendly and courteous behavior and language.	Appearance somewhat untidy (inappropriate choice of clothing and untidy grooming) Attempts to be friendly and courteous.	Very untidy appearance and inappropriate attire and accessories. No greeting or handshake given.\n\nUnacceptable behavior and language.
Body Language	Strong eye contact and proper posture throughout interview.	Good eye contact and good posture. Minimal fidgeting.	Somewhat nervous, lapses in eye contact. Obvious fidgeting.	Constant fidgeting. No eye contact.
Communication and Grammar and Use of Language	Speaking was clear and articulate with correct use of grammar. Demonstrated confidence.	Speaking was mostly clear and articulate with a good command of grammar. Used general words instead of details. Some pauses in speaking.	Speech is difficult to understand with some command of grammar. Some responses may need to be repeated.\n\nSpoke too loudly or too softly. Extremely nervous.	Speech is very difficult to understand with little command of grammar.
Response to Questions	Thorough answers (answers questions completely)\n\nWell-constructed, enthusiastic (but not overly so) responses. Asked appropriate questions.	Answers were acceptable and accurate; may have sounded rehearsed.	Attempted to answer questions completely. Gave brief responses with little confidence or enthusiasm.\n\nOR Answered in a manner that was not succinct or clear.	Inappropriate answers. Answered with 'yes' or 'no'. Failed to elaborate. Did not speak in complete sentences.

Interview Score: _____/16   To be considered for a trip, interviewee must score at least 12 points.

Trip: ___Yes   ___No