

UNITED STATES ACADEMIC DECATHLON
DESCRIPTORS for INTERVIEW EVALUATION FORM – Rating Scale

Voice is the way a speaker controls volume, clarity, and distinctness of voice to gain greater audibility. Voice should have a variety in the rate, volume, and pitch to engage interest, hold attention, and convey self-assurance.

Language Usage refers to the appropriate choice of words, proper use of grammar and correct enunciation. Language should promote clear understanding of thoughts and be appropriate for the occasion.

Interpersonal Skills are measured by the candidate's ability to establish rapport with interviewers. The candidate's response should correspond to and interact with the interviewers' questions, and he/she should stimulate an involvement with the interviewers.

Non-Verbal Language refers to the manner in which the candidate uses gestures, facial expressions, and physical involvement for effective communication. It is the indirect revelation of the candidate's real self while speaking. The candidate should speak with enthusiasm and assurance, showing interest in the interviewers and confidence in his/her responses.

Through the interview process, the individual reveals:

Problem Solving Skills
Analytical Skills

Creating/Developing Skills
Interpersonal Skills

Organizational Skills
Promotional Skills

When asking questions of the candidate, keep these skills in mind. Help the candidate to develop experience in answering questions that reveal these skills.

Manner is measured through the candidate's ability to speak with enthusiasm and assurance while showing interest in the interviewers and confidence in their reactions. The candidate should be direct in his/her response.

Listening Skills refers to the ability to analyze and interpret "what is being asked." In order to answer skillfully and address the issue being considered, the candidate must listen carefully and attentively. The candidate's responses to the questions will give an indication of his/her level of attention and ability to identify, sort, and process the information being requested.

Answering Skills refers to the ability to 1) address the issue being considered; 2) present information in a clear and concise manner; 3) organize information in a logical and sequential order; 4) adjust responses appropriately to a variety of audiences; and 5) pace conversation to convey necessary information and achieve purpose. Order, logic, imagination, intelligence, and other personal qualities are reflected in the way answers are given. A well thought-out answer engages the interviewers' attention and gives insight into the candidate's personal qualities, skills, goals and experiences. Relevant examples and illustrations support the answers. All information presented should be relevant to the question being asked.

Responses refer to the quality of the answers given. The candidate should reflect on the questions to provide thoughtful and insightful responses. A well thought-out answer engages the interviewers' attention and gives insight into the candidate's personal qualities, skills, goals, and experiences. The answers are supported by relevant examples and illustrations. All information presented should be relevant to the question being asked. The candidate should speak with certainty and conviction.

Overall Effectiveness measured the 1) nature of information provided; 2) manner in which it was communicated; 3) overall impression it created, and 4) rapport established between the interviewer and candidate. Some of the questions to consider are: Did the candidate provide the information requested in a skillful manner? Was the information relevant and meaningful? Was the candidate able to achieve a positive impression of his/her skill, experiences, and personal qualities?

Appearance refers to the appropriate attire of the candidate. The candidate follows USAD dress standards.

Corresponds to the USAD Scantron Interview Evaluation Form

February 2010