

Interview Judge Guidelines

Purpose of Interview:

To evaluate a student in an interview setting in order to rate their ability to do the following:

1. Informally and orally present ideas and responses that are appropriate to the setting and the questions asked.
2. Listen to the comments and inquiries of the interviewers and elaborate with interesting detail and vivid impressions while avoiding repetition.
3. Establish and maintain rapport with members of the interview group through voice, gesture and attitudinal posture.
4. Use voice, vocabulary and language structures appropriate to informal oral communications.

Judge's Responsibilities:

- Keep on time!
- Conduct objective, consistent, and uniform interviews.
- Create an interview atmosphere which is positive, relaxed, and gives the student the opportunity to perform to the best of their abilities.
- Be personable, attentive, and responsive to student's comments. Do not interrupt, be confrontational, or argumentative.
- Ask pre-determined interview questions. Follow-up questions may be asked to seek clarification or to expand the student's comments.
- Do not ask students which school they attend or any questions regarding race, religion, creed, ethnic groups, national origin or ancestry, political beliefs or affiliations.
- Allow the student to complete their comments before moving to the next question or ending the interview.
- Rate the student's interview performance according to the ten categories of communications skills listed on the Interview Evaluation Form.

Before Conducting Interviews:

- If necessary, set up the room with 2-3 judge tables and/or chairs forming a semi-circle and a student chair facing the judges with their back turned away from any door/window
- Select interview questions for each judge to ask during interview period and their order
- Determine who will greet the student, act as a timer, and explain the format of the event

During the Interview Competition:

1. Preparation (@1 minute):

- Greeter warmly greets the student by name and invites them into the room; introduces self and other judges; accepts/distributes student resume (if they are being used)
- Head judge explains how the interview process works, the 7-minute time limit, and how the student will be warned when there are 30 seconds of time remaining
- Judges review the resume while the head judge is explaining the process

2. **Conduct Interview (7 minutes):**

- Time Keeper begins timing as soon as the student is ready
- Judges begin the interview, asking pre-determined questions
 - The first question should be based on the resume OR any personal goals, extracurricular activities, or work experience if one is not available
- At the end of 7 minutes, allow student to finish their last comment, then thank them and allow them to leave the room

3. **Evaluate Interview (@2 minutes):**

- Judges are not to discuss ratings for a student
- Objectively evaluate students using the Google Interview Evaluation Form
- Review the Interview Judge Guidelines for performance/scoring examples
- Assume that each student starts with the same score of GOOD in each rating category (6 points). Deduct or add points based upon the student's actual performance.