

SELF EVALUATION – INTERVIEW ASSIGNMENT

Use the following scale to evaluate yourself as the interviewer. 1=weak to 5=excellent

Preparation/Appropriateness of Questions	1	2	3	4	5
Listening Skills	1	2	3	4	5
Follow-Up Questions	1	2	3	4	5
Structure of the Interview (Opening/Body/Closing)	1	2	3	4	5
Overall Effectiveness as an Interviewer	1	2	3	4	5

Comments:

Why do you feel you did well in the areas for which you excelled? What would you do again?

How might you improve your interviewing skills in the areas for which you did not excel? What would you do differently next time?

SELF EVALUATION – REVISED INTERVIEW PAPER

Circle the appropriate level of achievement for each listed criteria below.

	Levels of Achievement			
	Exemplary (4)	Proficient (3)	Marginal (2)	Unacceptable (1)
Content and Purpose	Even, balanced information clearly and effectively supports a central purpose. Reader gains insights.	Information provides firm support of a central purpose, but may occasionally digress.	Information supports the central purpose at times. The purpose is not always clear. Reader gains few insights.	The paper does not identify a central purpose. Reader is confused or may be misinformed.
Organization	The ideas are arranged logically; they flow smoothly from one to another and are clearly linked to each other.	The ideas are arranged logically. They are usually clearly linked to each other.	The writing is not arranged logically. Frequently, ideas fail to make sense together. Reader can figure out what the writer probably intends.	The writing lacks logical organization. The reader cannot identify a line of reasoning and loses interest.
Voice	The writing is compelling. It hooks the reader and sustains interest throughout.	The writing is generally focused and interesting, but occasionally unimaginative.	The paper has some interesting parts, but overall the writing is dull. Readers find it difficult to maintain interest.	The writing has little personality. The audience quickly loses interest and stops reading.
Sentence Structure	Sentences are varied in length and structure. They flow smoothly from one to another.	Sentences demonstrate some variety in length/structure. The flow is generally smooth.	There are some errors in sentence structure. There is little variety in length/structure. The flow is not consistently smooth.	Errors in sentence structure are frequent enough to represent a major distraction to the reader.
Grammar, Spelling, and Punctuation	The writing is free of errors.	The writing is free of errors, except for a few technical rules.	The writing has some errors, but it does not distract the reader.	Errors distract the reader and may even obscure the meaning.

*** ATTACH this form and the peer review form to the back of your interview paper. ***

INTERVIEW PAPER – PEER REVIEW

Circle the appropriate level of achievement for each listed criteria below.

	Levels of Achievement			
	Exemplary (4)	Proficient (3)	Marginal (2)	Unacceptable (1)
Content and Purpose	Even, balanced information clearly and effectively supports a central purpose. Reader gains insights.	Information provides firm support of a central purpose, but may occasionally digress.	Information supports the central purpose at times. The purpose is not always clear. Reader gains few insights.	The paper does not identify a central purpose. Reader is confused or may be misinformed.
Organization	The ideas are arranged logically; they flow smoothly from one to another and are clearly linked to each other.	The ideas are arranged logically. They are usually clearly linked to each other.	The writing is not arranged logically. Frequently, ideas fail to make sense together. Reader can figure out what the writer probably intends.	The writing lacks logical organization. The reader cannot identify a line of reasoning and loses interest.
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Grammar, Spelling, and Punctuation	The writing is free of errors.	The writing is free of errors, except for a few technical rules.	The writing has some errors, but it does not distract the reader.	Errors distract the reader and may even obscure the meaning.

Comments:

What did you especially like about the paper?

What would you recommend as a way to improve the paper (*positive constructive feedback*)?