**Interview Guide Supplement**

**Communication/Presentation Criteria/Evaluation**

**(Faculty Positions Only)**

|  |  |  |  |
| --- | --- | --- | --- |
| **Applicant’s Name:** |  | | |
| **Evaluator’s Name:** |  | | |
|  | | | | | | | | | | |
|  | | | | |  | | | | | |
| **Presentation Topic:** | |  | | | | | | | | |
|  | | | | | | | | | | |
|  | | | | | | | | | | |
|  | | | | | | | | | | |
|  | | | | |  | **Check the appropriate**  **column (√ )** | | | | |
|  | | | | |  | **NO** |  | **Yes** | | |
| 1. Introduction – Purpose of Presentation Clearly Stated | | | | | |  |  |  | | |
| 1. Presentation clearly supports the topic given to the applicant | | | | | |  |  |  | | |
| 1. Presentation follows a logical sequence | | | | | |  |  |  | | |
| 1. All information presented was correct | | | | | |  |  |  | | |
| 1. Use of technology or interaction techniques demonstrated expertise & enhanced presentation | | | | | |  |  |  | | |
| 1. Presentation was interesting and maintained audience’s attention | | | | | |  |  |  | | |
| 1. Pointed out benefits to FTCC relative to the topic | | | | | |  |  |  | | |
| 1. Displayed enthusiasm for topic | | | | | |  |  |  | | |
| 1. Maintained good eye contact with audience | | | | | |  |  |  | | |
| 1. Maintained good voice projection and enunciation | | | | | |  |  |  | | |
| 1. Appropriately dressed and groomed for presentation/interview | | | | | |  |  |  | | |
| 1. Correct grammar was used | | | | | |  |  |  | | |
| 1. Professional demeanor/non-verbals | | | | | |  |  |  | | |
| 1. Completed the presentation within the time limit | | | | | |  |  |  | | |
| **Scoring Guide:** | | | | | |  |  | | | |
| **Much More Than Acceptable (Significantly exceeds criteria for successful job performance)** | | | | | |  | **5 points** | | | |
| **More Than Acceptable (Exceeds criteria for successful job performance)** | | | | | |  | **4 points** | | | |
| **Acceptable (Meet criteria for successful job performance)** | | | | | |  | **3 points** | | | |
| **Less Than Acceptable (Generally does not met criteria for successful job performance)** | | | | | |  | **2 points** | | | |
| **Much Less than Acceptable (Significantly below criteria for successful job performance)** | | | | | |  | **1 points** | | | |
|  | | | **Communication/Presentation Points Awarded** | | | | | |  |  |

**In choosing targets, key actions and questions for the FTCC Interview Guide, one target for faculty must be Communication/Presentation. The key actions for this target can be found on page 25 in the DDI questions. For the question related to this target, please insert the following**

***See observations made on the Interview Guide Supplement form during the Communication/ Presentation portion of the interview.***

**You will be looking for the “STAR” in the applicants’ presentations and rating accordingly. Use the Scoring Guide above to rate the applicants. This score will be transferred to the FTCC Interview Guide Target sheet as item 14 for Communication. Do not complete the Communication area under the Post-Interview Data Evaluation Section 2 on Form I-12.**