

PAGE Georgia Academic Decathlon

INTERVIEW HOW INTERVIEW IS JUDGED

GENERAL

An interview has two primary functions – to give information and to get information. In the framework of the Academic Decathlon, most of the interviewing process will be devoted to your getting information from each decathlete. It is important that the interviews be as objective and consistently uniform as possible, and permit all students the same opportunity to express themselves.

Remember that the students are likely to be a little nervous and apprehensive. Create an atmosphere that is as relaxed and informal as possible. The goal is to provide a setting that is conducive to the students' performing to the best of their ability.

It is the intent to pattern the interview after the guidelines that apply to an employment interview situation. Employment inquiries must be job-related. For this event the intent is to keep the interview process as "contest-related" as possible.

The interview experience should assist students in learning to present themselves in a positive manner when interviewing for a job, scholarship, or any competitive position. It should also give them the experience of learning to listen and respond in an appropriate manner.

The **objective** of the Interview event is to give students an opportunity to develop oral communication skills.

CONDUCTING THE INTERVIEW

1. Avoid asking questions regarding **race, creed, ethnic groups, national origin, ancestry, political beliefs, affiliations, mutual acquaintances**, or any questions that can be construed as same.
2. Be alert to help each student relax and talk if you sense any apprehension.
3. **After** the student leaves the room, rate the student on the Scantron rating sheet provided you. It is distracting to the student to rate while he or she is speaking. You may make notes during the interview for rating the student, but keep it to a minimum.
4. Be an "active" listener. Listen not only to what is being said, but observe how it is said; e.g., tone of voice, vocabulary, facial expression, gestures, etc.

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INTERVIEW SUGGESTIONS FOR THE INTERVIEW JUDGE

1. Avoid controversy in the interview. Arguing, interrupting or displaying authority will put the student on the defensive.
2. Ask questions that will generate a response and help the student to talk about himself/herself. Refrain from asking questions that elicit a single word such as “yes” or “no.” Ask open-ended questions. Certain words facilitate open-ended responses while others encourage the opposite result.

OPEN

What
When
How
Who
Where
Which

CLOSED

Is
Do
Has
Can
Will
Shall

SCHEDULE

A sample of the *Interview Schedule* is at the end of this tabbed section.