**HONY PROJECT STUDENT SELF-EVALUATION RUBRIC - Provide justification/explanation in the boxes.**

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|  | Need Help (1) | Emerging (2) | Satisfactory (3) | Good (4) | Total points |
| *CHOOSING A SUBJECT* Have a reason for selecting your subject, have a basic list of prepared questions but let the moment drive the conversation, motivates others by expressing confidence about the importance of the task and the ability of others to accomplish it, provides assistance and/or encouragement to others, share with your subject the goals and reasoning for interviewing. |  |  |  |  |  |
| *QUESTION TYPE* Ask open-ended questions, use phrases like “tell me more, explain to me,” use the subject’s word choice to rephase or ask clarifying questions, use the subject’s non-verbal cues to lead questions, don’t forget fact-finding questions (some closed-ended questions are okay). |  |  |  |  |  |
| *LISTENING SKILLS* Engages in conversation by taking turns and listening to others without interrupting, facilitate others contributions by restating the views of others and/or asking questions for clarification, use wait time after asking questions, use silence to get the subject to fill in the gaps, use the subject’s word choice to form follow up questions. |  |  |  |  |  |
| *NON-VERBAL COMMUNICATION* Wait time while asking questions, maintains eye contact, expressive non-verbal cues, establishing/selecting an environment that makes the subject feel comfortable, avoids nervous mannerisms, uses positive vocal or written tone, facial expressions, and/or body language to convey a positive attitude, treats others respectfully by being polite and constructive in communication. |  |  |  |  |  |
| Total points |  |  |  |  | \_\_\_\_\_\_\_\_\_ |