



**Responsibilities,
Qualifications
&
Election Procedures
for the
2024-2025
Virginia 4-H Cabinet
*(Officers and Ambassadors)***



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2024-2025 State 4-H Cabinet Elections Highlights

- Officer and Ambassador positions will be **elected based on a weighted process involving three tiers, application, interview, and popular vote**. The application and interview tiers will be worth a max of 50 points each and the popular voting tier will be worth a max of 70 points. The application and interview will be evaluated based on the rubrics shared within this packet. The application and interview will be completed, conducted, and evaluated prior to the start of Congress. Candidates will receive points based on the percentage of votes they received. As an example, for those running for a District Ambassador position, if 100 votes were received from a district and Candidate A received 80 votes from that district, they will receive 80% or 56 points of the available 70 points for the voting tier.
- During the 2024 State 4-H Congress, the Officer candidates (President, Vice President, Secretary, and Reporter/Historian) will campaign by providing a 2-minute maximum speech to be given in-person at 4-H Congress during the Opening Assembly. All candidates must register for and attend the 2024 State 4-H Congress in its entirety in order to be eligible to run.
- All candidates (Officers and Ambassadors) have the discretion to design an *optional* one-page campaign flyer.
- During Congress, candidates will be voted on by their peers. Only youth who attend Congress will be allowed to vote, and voting results will be based on popular vote. The total points received from each tier (application, interview, and voting) will be tallied and the top four District Ambassador Candidates for each district, receiving the highest totals would be elected. For the Officer positions, it will be the same process if the position has competition. If there is no competition in either Ambassador or Officer positions, the youth who applied have the potential of being elected, but will still need to complete all three tiers.
- If a unit is not represented at State 4-H Congress (no youth delegates in attendance), they forfeit their vote. There will be no absentee voting.
- There is no limit as to the amount of Ambassador or Officer candidates a unit can send forth.
- The completed Virginia 4-H Cabinet Application and Consent forms should be sent electronically to the applicant's 4-H Extension Agent and the 4-H Agent will be responsible for sending to the State 4-H Elections Chair, Kim Monroe (kmonroe@vt.edu) by May 10, 2024.
- All successful candidates are required to participate in new Cabinet activities, including officer installation, new Cabinet photos, and an orientation meeting on Friday, June 21.
- All successful candidates will be **expected to purchase a 4-H green blazer at a cost of approximately \$100.00. Males will also be expected to purchase a tie at a cost of approximately \$25.00.**
- All successful candidates will be expected to contribute to any group fundraising efforts to financially support one of the quarterly State 4-H Cabinet meetings.
- All candidates must register for and attend the 2024 Virginia 4-H Congress **in its entirety** held at Virginia Tech from June 18–21, 2024.



- **4-H Cabinet Application 101 Workshop**

Want to know more about being a Virginia 4-H Cabinet Member? Do you have questions about the application process? Register for the 4-H Cabinet Application Workshop to receive the zoom link.

Workshop will be held on **May 5, 2024 at 4 p.m. via Zoom. (link to follow)**

Register Here: <https://tinyurl.com/VA4HCabinetInfo>



2024-2025 State 4-H Cabinet - Expectations at a Glance

- Represent the needs and interests of Virginia 4-H youth.
- Positively represent and promote 4-H at the local, district, and state levels. Demonstrate the best that 4-H has to offer through your words, actions, personal appearance and adherence to the Code of Conduct.
- Purchase a green blazer for approximately \$100.00. Males will also be expected to purchase a tie for approximately \$25.00.
- Contribute to group fundraising efforts in order to financially support one of the quarterly State 4-H Cabinet meetings.
- Attend four (4) meetings over the next year. The meetings are scheduled for:
 - August 2-4, 2024 at the Southwest 4-H Educational Center
 - November 15-17, 2024 at the Jamestown 4-H Educational Center
 - January TBD, 2025 in Richmond, VA
 - May 2-4, 2025 at the Northern VA 4-H Educational Center

**Please note that dates are subject to change - missing two (2) meetings results in immediate removal from Cabinet. Arriving late and leaving early may be considered as a “missed meeting” depending on the circumstances. In other words, you must commit yourself to this leadership and service opportunity.*

- At minimum, participate in four outreach activities by conclusion of term. Outreach is defined as the efforts you personally make to inform and/or recruit youth and adults to Virginia 4-H. Some examples include: writing a newspaper article about 4-H, telling your 4-H story at a 4-H or non-4-H event, representing 4-H at the unit, district, state, national, or international level, or serving as a room chair or Master of Ceremonies at 4-H events.
- Attend the 2025 State 4-H Congress, June 23-27 (Cabinet member arrive a day prior on the 23rd.)
- Be prepared to develop a collaborative relationship with youth and adults. Together, we will work towards establishing a youth-adult partnership.
- Be prepared to laugh, share ideas, clearly/thoughtfully express your positions and perspectives, give and receive constructive feedback, develop friendships, and make a difference in the lives of others.



Introduction to the State 4-H Cabinet

The State 4-H Cabinet is a youth/adult partnership in which youth and adults work together to promote and carry-out specific programmatic functions of the Virginia 4-H program. Serving as a State 4-H Cabinet member is designed to be a competitive and engaging leadership development experience within the Virginia 4-H program. The youth members of the Cabinet (Officers, Ambassadors, Mentors, Liaisons and the Past-President), serve as the 'voice' for 4-H youth across the Commonwealth. The adult members of the Cabinet provide additional Extension experience, help the youth members to see the larger context of Virginia Cooperative Extension and the Virginia 4-H program, and help the youth members to be successful.

The State 4-H Cabinet is comprised of:

- Twenty (20) district-level Ambassadors (four per Extension district)
- Four (4) state-level Officers (President, Vice-President, Secretary, and Reporter/Historian)
- One Past-President (individual who served as President of the State 4-H Cabinet during the previous year)
- Mentors (up to three individuals who previously served as Ambassadors within the State 4-H Cabinet)
- All-Star liaison
- Extension Agents and/or 4-H Center Advisors
- State 4-H Office Extension Specialist Advisor



Responsibilities of State 4-H Cabinet Members **(Officers and Ambassadors)**

4-H MEMBERS WHO ARE CONSIDERING RUNNING FOR A VIRGINIA 4-H CABINET OFFICE MUST CAREFULLY READ THE GENERAL RESPONSIBILITIES OF CABINET MEMBERS.

- I. All 4-H Cabinet members must be between the ages of 14-18 years old. A candidate must be 14 years of age by September 30, 2024.
- II. All 4-H Cabinet members must maintain a high standard of personal conduct and should act as positive role models for other 4-H members. They must serve as leaders of the 4-H program at Local, District and State levels, positively representing the needs and interest of Virginia 4-H youth. Being a Cabinet member is a great honor. With this honor comes accountability and personal responsibility, demonstrating the best that 4-H has to offer through their words, actions, and personal appearance. Cabinet members are representatives of Virginia 4-H members, and thus have a duty to promote and be involved in all facets of the Virginia 4-H program, particularly State 4-H Congress.
- III. As a 4-H Cabinet member, you serve in many capacities representing 4-H across the Commonwealth. Assisting with the planning and implementation of state 4-H events including 4-H State Congress is only one aspect of your responsibilities. You are the voice of 4-H and for 4-H'ers across Virginia. In this role you will be called upon to speak on behalf of 4-H before a variety of audiences including local, district, state and out-of-state events. When running for this office you should present a platform detailing how you plan to have a major impact on the positive growth of the 4-H program in the Commonwealth of Virginia.
- IV. The State 4-H Cabinet is the representative group for all 4-H members across the Commonwealth. Because of this, ambassadors are **required** to participate in a minimum of four outreach service opportunities during the year. Various opportunities will be provided by the State 4-H Office and local and district events. Past opportunities included planning, organizing, and delivering officer trainings and statewide 4-H teen events, and district training events. Other outreach opportunities have included: speaking at budget hearings and promoting 4-H on the district, state, national, and international levels. Those elected to the 2024-2025 State 4-H Cabinet will work closely with the advisors to the Cabinet who will assist you in preparing your presentations, media contacts, and letters to fulfill your outreach responsibilities. You should keep the advisors informed of your outreach activities.
- V. Cabinet members are expected to attend all of the State 4-H Cabinet meetings. There are four sessions during the year. These **meetings are currently set for** August 2-4, 2024 at the Southwest 4-H Educational Center, November 15-17, 2024 at the Jamestown 4-H Educational Center, January TBD, 2025 in Richmond, VA, and May 2-4, 2025 at the Northern VA 4-H Educational Center, but please note that dates are subject to change - *missing two (2) meetings results in immediate removal from Cabinet*. Arriving late and leaving early may be considered as a "missed meeting" depending on the circumstances. In other words, you must commit yourself to this leadership and service opportunity.
- VI. Lodging and most meal expenses for three of the meetings are paid by the Virginia 4-H Foundation. Members are responsible for their travel to and from meetings.
- VII. Any Cabinet member (Ambassador or Officer) who cannot attend a meeting is responsible for notifying their District Cabinet Advisor and the State 4-H Office Extension Specialist Advisor to the Cabinet (Dr.



Tonya Price) at 540-232-6012 or tonyaprice@vt.edu prior to the meeting date. **Officers and Ambassadors missing TWO Cabinet planning sessions will be automatically dismissed.**

- VIII. Successful candidates for Cabinet positions must participate in the in-person installation ceremony conducted during State 4-H Congress.

- IX. The Cabinet also has an important responsibility for numerous Congress events. Cabinet members will assist in ensuring the smooth and efficient operation of all systems during Congress. Due to this leadership responsibility, Officers are **NOT** eligible to participate in any competition at Congress. Ambassadors may compete during Congress with the understanding that **ambassador responsibilities come first**.

- X. Cabinet members have responsibilities in their Districts to enhance the public understanding and image of 4-H through effective communication of programs and activities. Specific District responsibilities include:
 - 1. Be a communication link between the District and the Cabinet and vice versa.
 - 2. Preside over District Meetings during Congress.
 - 3. Provide leadership to all District activities at Congress.
 - 4. Engage in a minimum of four outreach activities during the year.

- XI. The same rules and regulations that pertain to other Congress delegates will apply to all Cabinet members.

- XII. All Cabinet members will abide by the Virginia 4-H Code-of-Conduct and Cabinet expectations that are established at the August planning/training meeting.

- XIII. The State 4-H Office Extension Specialist Advisor, in consultation with at least one other Cabinet Advisor has the authority to remove Cabinet members for:
 - 1. Violations of the Virginia 4-H Code-of-Conduct.
 - 2. Failure to carry out job responsibilities.
 - 3. Failure to attend at least two of the four Cabinet meetings.



Specific Duties of 4-H Cabinet Officers

4-H MEMBERS WHO ARE RUNNING FOR A STATE 4-H CABINET OFFICE MUST CAREFULLY READ THE SPECIFIC DUTIES FOR THE OFFICE THEY ARE SEEKING.

President

- Provide leadership to the Virginia 4-H Cabinet.
- Attend all Cabinet meetings and be on time.
- Maintain an on-going communication link with all Cabinet subcommittees.
- Function as a liaison between the Cabinet and the advisors to the Cabinet.
- Preside at all Cabinet meetings.
- Preside at selected Congress assemblies.
- Prepare an introductory (welcoming) speech to be given the first night of Congress.
- Prepare a written message to be included in the Congress program.
- Prepare written reports for the State 4-H Office as needed.
- Abide by all provisions of the Virginia 4-H Code of Conduct and Cabinet expectations.
- Represent and speak on behalf of Virginia 4-H at selected state and national events and conferences.
- Carry out all other assigned duties and responsibilities.
- Serve in the capacity as Past-President as an advisor to the Cabinet when term ends.

Vice President

- Be prepared to assume the duties of the President if necessary.
- Attend all Cabinet meetings and be on time.
- Work closely with the President on all Cabinet functions.
- Abide by all provisions of the Virginia 4-H Code of Conduct and Cabinet expectations.
- Carry out all other assigned duties and responsibilities.
- Represent and speak on behalf of Virginia 4-H at selected local, district, state, and possibly, out-of-state events.



Secretary

- Maintain an accurate set of records of all Cabinet actions.
- Attend all Cabinet meetings and be on time.
- Submit to the State 4-H Office Extension Specialist Advisor an accurate set of minutes for each of the Cabinet meetings **no later than two weeks** after the meeting.
- Coordinate correspondence for the Cabinet.
- Abide by all provisions of the Virginia 4-H Code of Conduct and Cabinet expectations.
- Carry out all other assigned duties and responsibilities.
- Represent and speak on behalf of Virginia 4-H at selected local, district, state, and possibly, out-of-state events.

Reporter/Historian

- Provide the leadership for all Cabinet information and record keeping activities.
- Attend all Cabinet meetings and be on time.
- Promote Congress and Virginia 4-H through a variety of media outlets including social media.
- Abide by all provisions of the Virginia 4-H Code of Conduct and Cabinet expectations.
- Carry out all other assigned duties and responsibilities.
- Represent and speak on behalf of Virginia 4-H at selected local, district, state, and possibly, out-of-state events.



Qualifications for 4-H Cabinet Ambassadors and Officers

I. District Ambassadors must have:

- A. At least one full year (12 months) of experience as a 4-H member
- B. Documented formal leadership training (examples include: 4-H, FFA, Student Council, DECA, FBLA, church, National Honor Society, etc.)
- C. Sufficient and appropriate training, experiences, attitudes and skills as documented in the *Virginia 4-H Cabinet Application and Consent Form*.

II. Officers must have:

A. President

1. Previous experience serving as an officer in an organization, association, school group, church groups, etc. preferable as a President (for example: 4-H, FFA, Student Council, DECA, FBLA, church youth group, National Honor Society, etc.)
2. At least one full year of experience as a 4-H District Ambassador is required.
3. Strongly encouraged to have previously attended a national level conference related to any of the following: 4-H, youth development, leadership, youth/adult partnerships, education, etc.

B. Vice-President

1. Previous experience serving as an officer in an organization, association, school group, church groups, etc. preferably as a Vice President (for example: 4-H, FFA, Student Council, DECA, FBLA, church youth group, National Honor Society, etc.)
2. At least one full year of experience as a 4-H District Ambassador is required.
3. Strongly encouraged to have previously attended a national level conference related to any of the following: 4-H, youth development, leadership, youth/adult partnerships, education, etc.

C. Secretary

1. Previous experience serving as an officer in an organization, association, school group, church groups, etc. preferably as a Secretary (for example: 4-H, FFA, Student Council, DECA, FBLA, church youth group, National Honor Society, etc.)
2. At least one full year of experience as a 4-H District Ambassador is required.

D. Reporter/Historian

1. Previous experience serving as an officer in an organization, association, school group, church groups, etc. preferably as a Reporter/Historian (for example: 4-H, FFA, Student Council, DECA, FBLA, church youth group, National Honor Society, etc.)
2. At least one full year of experience as a 4-H District Ambassador is required.



Election Procedures and Guidelines for 4-H Cabinet Ambassadors and Officers

I. General Application Procedures

- A. Each unit (county or city) is allowed to send an unlimited number of applicants forward for an officer position, and/or District Ambassador positions, provided all requirements are met. In the event that there are no applicants and/or open spots still remain for an Officer and/or District Ambassador position, the State Elections Chairperson reserves the right to extend the deadline for those positions. If insufficient numbers of candidates run for office, then the Elections Chair is empowered to make changes to item F below in cooperation with the State 4-H office.
- B. Twenty (20) District-level Ambassadors positions and four (4) state-level Officer positions are available each year. No candidate may run for an ambassador or officer position unless they are registered with the State Elections Chairperson by the stated deadline.
- C. Required application information includes:
1. ***Completed Virginia 4-H Cabinet Application and Consent Form*** (3 pages). The applicant's 4-H Extension Agent must submit the application and consent form electronically via email to Kim Monroe (kmonroe@vt.edu) by May 10, 2024.
 2. ***Recent photograph***. The applicant's 4-H Extension Agent must submit the photo electronically via email to Kim Monroe (kmonroe@vt.edu) by May 10, 2024.
 3. ***Completed & Signed 4-H Media Release/Health History***. The applicant's 4-H Extension Agent must download a copy of these forms from 4HOnline and email them to Kim Monroe (kmonroe@vt.edu) by May 10, 2024.
 4. ***One-Page Flyer*** (optional) All candidates (Officers and Ambassadors) have the discretion to design an *optional* one-page campaign flyer.
- D. The registration materials (identified in part C above) must be received **NO LATER THAN 5:00 PM on May 10, 2024** by the State Elections Chairperson listed below: However, **your unit may set an earlier deadline for application submissions so talk with your 4-H Extension Agent for deadline date.**
- Kim Monroe, State Elections Chair**
kmonroe@vt.edu
- E. The State Election Chairperson, upon receipt of candidate registration materials, will notify both the candidate and the candidate's Extension Agent. After the May 10, 2024 deadline, the State Election Chairperson will forward all completed registration materials to Dr. Tonya Price at the State 4-H Office.
- F. Candidates may not switch to another office after original forms have been received without permission from the State Elections Chairperson and the State 4-H Office.
- G. Write-in candidates are not allowed.



- H. Ambassador and Officer candidates are expected to be present at State 4-H Congress and deliver their own district ambassador or state-officer two-minute campaign speech. If a

candidate is unable to be present and/or unable to deliver their speech, then each situation will be addressed on a case-by-case basis by the Extension Specialist Cabinet Advisor and the State Elections Chair. The campaign speech must be approved by the candidate's Extension Agent.

II. Election Procedures for Ambassador Positions

- A. A total of twenty (20) Ambassadors will be elected—four (4) from each Extension District—during State 4-H Congress.
- B. Units have no limit to the number of Ambassador Candidates. If positions are vacant past the deadline, the deadline may be extended.
- C. The four Ambassador candidates from each district receiving the highest total points from the three tiers (application, interview, and popular vote) will be elected.
- D. Ambassador candidates will deliver a two-minute campaign speech that has been approved by their Extension Agent to their respective district during the district meeting at State 4-H Congress.

III. Election Procedures for Cabinet Officer Positions

- A. A total of four (4) Officers will be elected during State 4-H Congress (President, Vice President, Secretary, and Reporter/Historian). Units have no limit to Officer Candidates who meet the qualifications.
- B. Officer positions will be voted on during State 4-H Congress.
- C. To be elected for an Officer position, a candidate must receive the highest point total from the three tiers (application, interview, and popular vote).
- D. Candidates for each Officer position will be required to present a two-minute campaign speech that have been approved by their Extension Agent to the entire Congress delegation during the Opening Assembly.

IV. General Election Procedures

OFFICERS AND AMBASSADORS

- A. During district meetings, delegates will vote for one officer per position and up to four District Ambassadors for their respective districts.
- B. All Candidates must register and attend the 2024 Virginia 4-H Congress held at Virginia Tech, June 18-21, 2024.



VIRGINIA 4-H CABINET APPLICATION AND CONSENT FORM

(Page 1)

NOTE: This form must be filled out in its entirety (3 pages), appropriately signed, and submitted to your 4-H Extension Agent or person in charge of the 4-H program in the unit office. The 4-H Agent/person in charge of 4-H is responsible for reviewing for completion and accuracy and emailing to **Kim Monroe, State Elections Chair, kmonroe@vt.edu. Must be received by 5:00 PM on May 10, 2024.**

4-H Member's Name: _____

Gender: (Check one) _____ Male _____ Female _____ Non-Binary Date of Birth: _____
Month/Day/Year

Unit (County/City): _____

District: _____

Years of 4-H Experience: _____

Home Phone: _____
Include your Area Code

Cell Phone: _____
Include your Area Code

Mailing Address: _____

Email Address: _____

Parent's or Guardian's Name: _____

Polo shirt size (S, M, L, XL, etc.) _____

***Polos come in feminine and masculine cut, please indicate which cut you prefer**

If you are seeking a 4-H Cabinet Officer position, identify the office below. Only check one.
(Officers must have at least one full year of experience as a 4-H District Ambassador.)

___ **President**

___ **Vice President**

___ **Secretary**

___ **Reporter/Historian**

If you are seeking a 4-H Cabinet Ambassador position, identify your District below (Refer to page 13 for a listing of Units by District.)

___ **Southwest District**

___ **Northern District**

___ **Central District**

___ **Southeast District**

___ **Northeast District**



VIRGINIA 4-H CABINET APPLICATION AND CONSENT FORM

(Page 2)

Name: _____ Unit: _____

Complete each of the questions below: (25-100 words per question)

1. Describe your knowledge of the 4-H program and the experiences that have taught you about 4-H.
2. How did you extend this knowledge into your community?
3. Describe your personal view of “leadership” and a summary of your leadership experience. (Please include all relevant local, state, or national level experience.)
4. Describe your training and/or experience with public speaking and parliamentary procedures (include where and how you received this training and/or experience).
5. Describe your personal philosophy regarding teamwork and working with others.
6. Describe your personal view of “service” and your experience with community service, service learning, and/or community outreach. (Please include all relevant local, state, or national level experience.)
7. If you have served on the State 4-H Cabinet before either as an Officer or Ambassador, what made you decide to run again?



VIRGINIA 4-H CABINET APPLICATION AND CONSENT FORM

(Page 3)

Member's Agreement Statement

I have read and understand the responsibilities, duties, requirements, and election procedures for the specific position that I am seeking within the Virginia 4-H Cabinet, and I agree to carry out all of the duties of the office for which I am elected.

I have also read and understand the Virginia 4-H Code of Conduct and agree to abide by the stated provisions.

Signature of 4-H Member

Date

Parent/Guardian Consent Statement

As parent/guardian of _____, I am aware of the duties and responsibilities they will incur if elected to the Virginia 4-H Cabinet. I will attempt to ensure that they fulfill these duties and responsibilities and do hereby give my consent for her/him to serve if elected.

Signature of Parent/Guardian

Date

Agent's Consent Statement

As an agent, I am aware that _____ is a candidate for the position of _____. I recommend this 4-H member for this position and feel that they are fully capable of serving responsibly in this position. I will read and pre-approve their candidate speech before it is presented to the Congress delegation.

Signature of Agent

Date

**Please return to:
Kim Monroe, State Elections Chair
kmonroe@vt.edu**

**(For Official Use Only)
CERTIFICATION**

Date this application was received: _____

Signature of State Election Chairperson: _____



Following are the rubrics that will be used to evaluate and award up to 50 points each for the application tier as well as the interview tier.



Cabinet Election Application Rubric

Candidate Name: _____ Interviewer: _____

Skills Demonstrated	<u>Points Possible</u>	Points Earned	Comments
Overall Presentation/Format: <ul style="list-style-type: none"> ❖ Application is neat and in order – 2 point ❖ Application print legible and consistent in size – 3 points 	5		
Completeness: <ul style="list-style-type: none"> ❖ All sections answered thoroughly and appropriately with required signatures/consent 	10		
Application Skill Assessment: <ul style="list-style-type: none"> ❖ Knowledgeable of 4-H – 5 points ❖ Leadership experience – 5 points ❖ Experience in public speaking – 5 points ❖ Positive philosophy on teamwork– 5 points ❖ Understands the importance of community service and outreach – 5 points 	25		
Grammar: <ul style="list-style-type: none"> ❖ Correct verb/tense, capitalization and punctuation throughout application - 5 points 	5		
Spelling: <ul style="list-style-type: none"> ❖ No spelling errors - 5 points 	5		
Total Points	50		Additional Comments:



Cabinet Elections Interview Rubric

Candidate Name: _____ Interviewer: _____

Skills Demonstrated	<u>Points Possible</u>	Points Earned	Comments
Used Appropriate Body Language: <ul style="list-style-type: none"> ❖ Greeting – 1 point ❖ Confidence/poise– 1 point ❖ Good eye contact – 1 point ❖ Speaks Clearly, smiles – 1 point ❖ Expressed appreciation at the end of the interview – 1 point 	5		
Interest/Qualifications: <ul style="list-style-type: none"> ❖ Enthusiasm and interest conveyed – 5 points ❖ Previous 4-H leadership – 5 points 	10		
Answered Questions: <ul style="list-style-type: none"> ❖ Demonstrates characteristics of a Team Player– 5 points ❖ Demonstrates skills for Advocacy– 5 points ❖ Demonstrates Leadership skills– 5 points ❖ Demonstrates Citizenship– 5 points ❖ Answered general questions completely and honestly, using standard English – 5 points 	25		
Demonstrated Professional Social Skills: <ul style="list-style-type: none"> ❖ Listened intently to the interviewer, respectful & courteous – 5 points ❖ Asked appropriate questions at the end - 5 points 	10		
Total Points			Additional Comments: