



Interview Training Rubric Worksheet

Evaluator:	Date:	
Scoring Guide: 1 = Needs improvement, 2 = Competent; 3 = Great job		
	Score	Notes
Facilitator Skills		
Welcome and introduction <ul style="list-style-type: none"> • Ensures that participant understands goals, voluntary participation, and limits of confidentiality 		
Facilitation <ul style="list-style-type: none"> • Appears to listen attentively • Uses nonverbal cues to encourage responding • Uses a conversational tone rather than sounding like reading a script • Pauses after participant speaks to see if there are further contributions 		
Knowledge and Preparation <ul style="list-style-type: none"> • Demonstrates familiarity with the guide (e.g., able to change order of questions smoothly for flow when needed) • Able to clarify questions when asked 		
Management <ul style="list-style-type: none"> • Keeps discussion on track (on topic) 		
Following up on Responses <ul style="list-style-type: none"> • Asks follow-up questions (probes) as needed to clarify and add insight • Encourage participation with repetition/paraphrasing or neutral comments (e.g., "thank you" "that's interesting") • Avoid verbal responses that show judgment, either positive or negative (e.g., "that's good" "excellent" "wow!") 		
Wrap Up <ul style="list-style-type: none"> • Summarizes what has been learned • Check for confirmation/anything to add • Thanks participant for their time and reviews any follow ups/next steps 		

This project was supported by Award No. 15PNIJ-22-GG-01420-RESS, awarded by the National Institute of Justice, Office of Justice Programs, U.S. Department of Justice. The opinions, findings, and conclusions or recommendations expressed in this publication/program/exhibition are those of the author(s) and do not necessarily reflect those of the Department of Justice.

Learn more about Safety 7 at <https://www.childtrends.org/project/centering-youth-experiences-youth-participatory-action>.