

## NEVADA COUNTY 4-H YOUTH DEVELOPMENT PROGRAM MEDALIST SELECTION

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### Evaluator's Orientation

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So you've been asked to serve as an evaluator? As an evaluator in the Medalist Selection you will have an opportunity to help members develop their skill and to encourage further achievement. You will be reviewing written records and evaluating oral comments. Both of these tasks are important to the selection process.

#### PURPOSE:

The purpose of the evaluation and selection process is two-fold; that is, it should:

- 1) recognize 4-H members for their achievements
- 2) their willingness to continue their learning and to share skills with others..

#### OBJECTIVES:

The objectives of the County Medalist are to:

- Recognize and promote growth and development in the individual member
- Recognize and promote member contributions and achievements in a specific subject area
- Recognize and promote goal setting and attainment of results
- Recognize and promote cooperation, collaboration and citizenship
- Recognize and promote creativity and innovativeness in problem solving
- Build self confidence and give a member a sense of achievement and satisfaction
- Provide opportunities for member to show their achievements through written and oral communication

#### INSTRUCTIONS FOR EVALUATORS:

Recognition and approval are basic human needs. They should provide an incentive that strongly influences young people to channel their abilities and energy into creative, productive efforts. Recognition should encourage further participation and growth in positive, constructive activities. Recognition should also reinforce personal satisfaction of individual contributions and achievements.

#### GUIDELINES:

- DO NOT judge someone from your own club. If you have a prejudice towards a member, disqualify yourself.
- Three people per committee (including one knowledgeable in project area and/or experienced interviewer.) Each member of the selection team will complete an Evaluation and Selection Guide for each member.
- Review the evaluation form before beginning to judge.
- Books will be reviewed and judged at least one week before the date set for interviews. This does not have to be the same panel who interviews the member.
- Look for the total 4-H'er in your evaluation of written and oral record, but remember they are also showcasing a specific subject area.

- Look for growth rather than simply achievements.
- Evaluate each member at their own level.
- Be encouraging, thoughtful and sincere in your assessments and comments.
- Avoid letting yourself get “hung up” on spelling errors, punctuation or neatness. Please note the books DO NOT have to be typed.
- Do not make judgments about whether or not the member has done the work. Accept the records as they are.
- There will be two divisions based on age. Age will be determined as of Jan 1. Junior division will be limited to members ages 9-13. Senior division will be based on ages 14-19. There can only be one County Winner per division. There shall be a limitation of two Medalists per division and unlimited Certificate Winners. Certificates will be given to members who do not yet qualify for Medalist or County Winner.
- The County Winner should be the most qualified member in his or her project, per age division.

#### WRITTEN EVALUATION:

- Be positive. Focus on the “do’s” instead of the “don’ts.” Say “could” rather than “should.” Avoid labeling and “loaded” words that can put the member on the defensive. Avoid absolutes (words like always, never, and ever.)
- Read and review the record book.
- Give specific, detailed suggestions for changes, improvements, and solutions to problems.
- Be encouraging, thoughtful, and sincere. You can always find a positive comment to say. Give praise as well as criticism. Try the sandwich approach: praise and a positive comment followed by your suggestion for improvement and ending your comments on a positive one.
- Sign your name to the “Evaluation Sheet.” As a qualified judge you should have confidence in your ability and be willing to stand behind your decisions. Take pride in the helpful comments you’ve offered and take credit for doing a great job.

#### INTERVIEW EVALUTION:

The interview is basically to provide experience for the members that will encounter interview situations and will be interacting with people throughout their lives. A secondary consideration is use of verbal communication skills to determine the extent of project matter knowledge related to experiences.

- Help achieve a relaxed atmosphere for the contestant.
- Ask questions in a friendly manner and show that you are genuinely interested.
- Know the member’s written record prior to the interview.
- We encourage the development of additional questions along project lines.
- Help the dialogue with additional leading questions when conversation slows.
- Sign your name to the “Evaluation Sheet.” Take pride in the helpful comments you’ve offered and take credit for doing a great job.

### SCORING:

- The written record is worth 75% and the interview is worth 25% of the Total score.
- Read over story and entire book before scoring.
- Score each category of the County awards record book score sheet, based on current year personal development report, 4-H story, and annual project report form.
- If a member is not a County Winner in their first project choice, consider their growth and achievements in the second project choice if they chose a second.

### AWARDS:

- County Winner (1st award): only one member can be selected from each subject per division for a total of 2 county winners, one senior and one junior.
- Medalist (2nd award): two county winners per division for a total of 4 medalists per project, two senior medalists and two junior medalists
- Certificate (3rd award): unlimited

Evaluating a person's performance is a serious and often difficult task. It can be even more so when you are working with a youngster and want the experience to be a positive one which will encourage the young person to stay involved in similar activities and continue to grow and develop his or her skills. We appreciate your help in accomplishing this!!

### **Remember:**

***The development of the young person is the most important product of 4-H!***

*Please note: Members have an opportunity to interview in two areas. You will be instructed on how to facilitate this in your group.*