

ENGLISH PROFICIENCY ASSESSMENT: SAMPLE QUESTIONS AND RUBRIC

The below “Sample Questions” can be used as a starter to conduct an interview to assess English proficiency. Use follow-up and open-ended questions, as they are best to assess language proficiency. The interview must also assess listening comprehension. Use the “Rubric” on page two to score the candidate’s English proficiency. If the candidate does not answer questions as asked or requires numerous repetition of questions, you would rate the candidate as not proficient.

I. SAMPLE QUESTIONS

(Because these topics are familiar to the individual, they should be able to talk about these areas with some fluency/fluidity).

1. Tell me about yourself (your education, your work experience, etc.).
2. Tell me about the project you are working on right now (or similar question about his/her work/research).
3. What does your daily routine look like? (If the candidate only talks about work/research here, ask follow up questions to direct them to talk about life OUTSIDE of work.)
4. Tell me about your home town. Where is it located? Tell me about your favorite restaurant there and/or favorite meal. (Individuals with intermediate skills should have some ability to describe places or experiences.)
5. Tell me about your hobbies.

II. RUBRIC TO ASSESS ENGLISH PROFICIENCY

Assess each area from 1-5. Circle the number that applies: 1 = not proficient, 3 = proficient, and 5 = very proficient. Sufficient English proficiency is demonstrated with a 3 or higher in each category.

1. Quantity of information provided in responses

1 2 3 4 5

2. Accuracy of grammar (grammar mistakes sometimes interfere with understanding but not too often)

1 2 3 4 5

3. Comprehensibility (should be understood by listeners accustomed to hearing international speakers)

1 2 3 4 5

4. Use of vocabulary (limited but sufficient vocabulary for daily use)

1 2 3 4 5

5. Overall Proficiency

1 2 3 4 5

Date of Interview: _____

Name of Interviewer: _____

Title of Interviewer: _____

Method of Interview: _____

[Example: In-person, Videoconference (such as Skype), or Telephone]

Signature of Interviewer: _____