



SELF-EVALUATION FORM

Virtual Executive Presence

Name: _____

Date: _____

CATEGORY		NICE JOB!	LETS IMPROVE!	COMMENTS
OVERALL	Sufficient lighting on my face			
	Clear picture and sound			
	Framed well			
	Background is neat and supports me			
	Posture is straight up/slightly forward			
	Energy is adequate and consistent			
EYE CONTACT	Eye contact for most of first 10 seconds			
	Made direct eye contact 70%+ time			
	Finished thoughts and sentences in camera			
	Looked at camera when listening			
	Looked at the camera when asked question			
	No darting eyes			
FACE	Good and plentiful use of smiles			
	Facial expressions matched words			
	No Resting Business Face			
BODY	Gestures slow and precise			
	Majority of gestures within frame			
	No distracting or repetitive movements			
	Hands and head did not "break the pane of glass"			
DELIVERY	Pace easy to follow			
	Paused after questions and sections			
	Limited filler words/weak words			
	Good vocal variety			
WHAT I DID WELL:				
WHERE I CAN IMPROVE:				