Unit 2, Outcome 2 – Mock interview

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| **Excelling** | All questions have been completed in detail | Visually appealing, using a business letter format with the correct font size and addressed to the correct company | Highly professional, neat, unique and follows relevant structure with headings and subheadings | All questions have been completed in detail | Participated in role play, demonstrating both leadership and teamwork skills | Creates fifteen or more open-ended possible interview questions | Responds to all of the fifteen open-ended interview questions, providing two possible responses to each | Interviewee include all of the following elements for the interview: punctual, dressed appropriately, confident, maintains good posture and makes eye contact | Evaluation of mock interview, describing at least five positive and five negative elements | Applies all five strategies for improvement to second mock interview, significantly improving from first interview |
| Demonstrates purpose and details for position being applied for, elaborating on qualifications/ education and experience, as well as how they will be valuable to the company | Includes at least five examples of transferable skills and promotes relevant skills, knowledge and qualifications | Answers all fifteen questions clearly, elaborating using specific examples | Describes five strategies for improvement |
| Spelling, punctuation and grammar used with considerable accuracy | Resume is free from errors, with a high level of sophistication | Uses appropriate language with a high level of sophistication, professionalism and maturity |
| Has applied feedback to improve cover letter | Has applied feedback to improve resume |
| **Achieving** | All questions have been completed | Neat and clear, using a relevant format with the correct font size | Professional, neat and follows relevant structure and formatting with headings and subheadings | All questions have been completed | Participated in role play, demonstrating  teamwork skills | Creates ten or more open-ended possible interview questions | Responds to at least ten open-ended interview questions | Interviewee includes three or more of the following elements for the interview: punctual, dressed appropriately, confident, maintains good posture and makes eye contact | Evaluation of mock interview, describing of at least three positive and three negative elements | Applies at least three strategies for improvement to second mock interview, improving from first interview |
| Demonstrates purpose and details for position being applied for, describing qualifications/ education and experience | Includes at least three examples of transferable skills and/or promotes relevant skills, knowledge and qualifications | Answers at least ten interview questions clearly | Describes three strategies for improvement |
| Spelling, punctuation and grammar used with reasonable accuracy | Spelling, punctuation and grammar used with considerable accuracy | Uses appropriate language when answering all questions |
| Has applied feedback to improve cover letter | Has applied feedback to improve resume |
| **Satisfactory** | More than half the questions have been completed | Standard appearance, in correct format, correct font size | Neat and demonstrates some structure and formatting for clarity | More than half the questions have been completed | Minimal participation in role play, needing prompting/ assistance from the team | Creates five or more possible interview questions, not all of which are open ended | Responds to at least five interview questions; however, the responses are not relevant to the chosen industry or question | Interviewee includes two or more of the following elements for the interview: punctual, dressed appropriately, confident, maintains good posture and makes eye contact | Evaluation of mock interview, listing at least two positive and/ or two negative elements | Applies one strategy for improvement to second mock interview, improving somewhat from first interview |
| Describes qualifications/ education and experience | Includes one example of transferable skills and/or promotes relevant skills, knowledge and qualifications | Answers fewer than five of the interview questions | Lists two strategies for improvement |
| Spelling, punctuation, and grammar used with sufficient clarity | Resume contains some errors; however, is clear | Mostly uses appropriate language when answering all questions; however, takes an informal approach |
| Has applied more than half the feedback | Has applied more than half the feedback |
| **Not yet Satisfactory** | Less than half the questions have been completed | Messy appearance, incorrect format, incorrect font size | Is not neat and does not apply any relevant structure or formatting | Less than half the questions have been completed | Physically present for role play; however, did not contribute to the team | Creates fewer than five ‘yes/no’ questions for interview | Does not provide any further elaboration to the yes/no questions | Interviewee includes one of the following elements for the interview: punctual, dressed appropriately, confident, maintains good posture and makes eye contact | Evaluation of mock interview, listing at least one positive and/ or one negative element | Fails to apply any strategies for improvement, therefore not improving from first interview |
| Lists qualifications/ education and experience | Includes one skills and/or qualification | Answers one of the interview questions | Does not list any strategies for improvement |
| Cover letter contains lots of errors, and does not make sense | Resume contains lots of errors, and does not make sense | Does not use appropriate language and gets distracted during interview process |
| Has applied less than half the feedback | Has applied less than half the feedback |
| Not shown | Not shown | Not shown | Not shown | Not shown | Not shown | Not shown | Not shown | Not shown | Not shown |
| **Criteria** | **Set of structured questions (transferable skills and employability)** | **Cover letter** | **Resume** | **Set of structured questions (‘good’ vs ‘bad’ communication)** | **Role play participation** | **Interview questions** | **Responses to interview questions** | **Mock interview** | **Feedback applied to develop strategies** | **Second mock interview** |
| **Activity 5** | **Activity 6** | | **Activity 7** | | | | **Activity 8** | | |