Career Management- CDEV 8130/8131/8132 

Assignment 4: Mock Interview

Academic Year 2023-2024

Worth 25% of the Final Grade

# **Individual Assignment**

**Due:** This assignment is due by the end of module twelve.

See Instructional Plan for exact due dates.

**Submit to: Assignment 4** submission folder. Submission folders can be accessed by selecting **Course Tools** and then **Assignments** on the course navigation bar.

## **Description**

In module 8, you selected a job posting to which you tailored your resume and cover letter. In module 10, you carried out the analysis of that posting to predict interview questions and prepare written responses. During modules 10, 11 and 12 you worked on a series of activities to help you prepare for interviews. This assignment asks you to demonstrate your interview skills and reflect on your interview performance.

### **Rationale**

Practicing and reflecting on interviews will support you in improving your interview skills.

This assignment will evaluate the following course learning outcome:

5. Respond confidently and competently to a variety of interview questions using the corresponding interview response strategy.

## **How Your Assignment Will be Graded**

A rubric has been created and can be found attached to the submission folder. Submission folders can be accessed by selecting **Course Tools** and then **Assignments** on the course navigation bar.

**Late Policy -** The School of Interdisciplinary Studies Late Policy states that you will be deducted 10% per day for each day your assignment is late.  After 7 days, you will be assigned a 0% for the assignment. See the School of Interdisciplinary Studies Late Policy for further guidelines.

**IMPORTANT NOTICE: Artificial Intelligence (AI) Assessment Statements for Students**

Use of any form of generative artificial intelligence (AI) is strictly forbidden throughout all stages of this assessment, including brainstorming, idea generation, outline formation, etc. This includes your cover letter and resume.

Generative AI may include (but is not limited to) chatbots, coding tools and image/art generating tools, or other technologies that produce work for you. Using AI in any capacity throughout the assessment process will be in violation of Conestoga’s [Academic Offences](https://www-assets.conestogac.on.ca/documents/www/about/policies/academic-administration/academic-offences-policy.pdf) policy under the category of Unauthorized Aids and Assistance (Cheating) or Copying from Others or Self Copying. The consequence of this violation is that an academic offence will be filed, with the severity of the penalty dependent on previous offences. In cases where you are unsure if something is considered generative AI, always ask your professor before using.

**List of Activities**

**Modules 11-12: My Mock Interview, Interview Reflection**

**My Mock Interview Instructions**

Be sure to complete the following items. You must:

1. Select someone to act as “interviewer.” This person does not need to be in the video; however, the questions they ask you must be clear and audible. They will ask you the 3 predicted questions from the work you did in assignment 3.
2. Answer your interview questions on video, using the STAR format to orally communicate your responses. Answer as you would in an interview. **Do not read responses. As this is a mock interview, please dress appropriately.**
   * *You can either record on your smart phone, webcam, or other video recording software (Zoom or Teams).*
3. Ensure the video length is between 6-10 minutes.
4. Ensure the quality of your video submission is clear and audible (for both the questions and the responses).
5. Upload your video or provide the video link in the assignment folder.
6. Upload this Word document with the completed section on the interview reflection below.

**Interview Reflection – Respond in each table**

What are your first impressions of your performance?

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| --- |
| I feel confident about my performance in the interview. I believe I provided comprehensive and well-articulated responses to the questions posed. |

How did your answers reflect the STAR model?

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| --- |
| My answers followed the STAR (Situation, Task, Action, Result) model effectively. I clearly outlined the situation or task, described the actions I took, and highlighted the results or outcomes of those actions in each scenario. This structured approach helped in providing concise yet thorough responses. |

In what ways did practicing help you in responding to questions?

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| --- |
| Practicing prior to the interview significantly enhanced my ability to respond confidently and coherently to the questions. It allowed me to organize my thoughts, refine my examples, and ensure that I addressed each aspect of the questions effectively. Overall, practice helped me to feel more prepared and composed during the interview. |

How could you improve your responses to each question?

|  |
| --- |
| While I believe I provided strong responses overall, there are a few areas where I could improve. Firstly, I could have emphasized more on specific quantifiable outcomes in my responses to better showcase the impact of my actions. Additionally, I could have incorporated more diverse examples or experiences to demonstrate a broader range of skills and competencies. Finally, I could work on refining my delivery to ensure clarity and conciseness in my responses without sacrificing detail. |