



City College of Calamba

Dalubhasaan ng Lungsod ng Calamba

OFFICE OF THE VICE PRESIDENT FOR ACADEMIC AFFAIRS
Department of Arts and Sciences

PURPOSIVE COMMUNICATION 2nd semester, SY 2022-2023

MOCK JOB INTERVIEW

Guidelines:

1. Invite any one of the following to perform the mock job interview with you:
 - a. HR Practitioner
 - b. Manager/Supervisor of any government/non-government organization
 - c. Faculty member with at least one year of experience from any recognized public/private schools, colleges, or universities
2. Assume you are a fresh graduate. You may choose any school you want to apply at.
3. During the assigned schedule, make sure you are ready to go through a mock job interview **for five to ten minutes only**.
4. Present the following documents to the interviewer: application letter, resume, and attached rubric. The latter will be accomplished by the interviewer.
5. Wear appropriate professional attire. Use earth or neutral colors for attire, not flashy ones. For females, professional makeup and hairstyles. For males, neat hairstyles and trimmed facial hair.
6. Make sure to record the interview process. You may have the video edited for you to comply with the prescribed length.
7. Upload the video on YouTube as unlisted video for data privacy and submit only the link through our LMS.
8. Follow the following format in submitting your output:

Name: Surname, First Name

Section: _____

Link: _____

--See rubric on the next page--



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Below is the rubric for assessing this activity. Have this accomplished by your interviewer. Submit the scanned copy of the accomplished rubric through LMS.

Performance Indicators	Description	Excellent (9-10 points)	Good (7-8 points)	Fair (5-6 points)	Needs Improvement (0-4 points)
Resume	Professional & neat; "Sells" transferable skills; Error free				
Application Letter	Professional & neat; "Sells" transferable skills; Error free				
Appearance and Poise	Punctual; Appropriately dressed; Confident & poised; Good posture; Eye contact				
Skills Presentation	Answers clearly; "Sells" skills Prepared & knowledgeable about position; References items in the resume; Straightforward, honest answers; Positive impression as team player				
Delivery and Language	Uses proper language and enunciation; Professional & mature; Answers with appropriate waiting time; Avoids distracting mannerisms (vocal filler such as "uhm," "so"; hand gestures (tapping, twirling, etc.)				
Overall Impression	Interesting and impressive; Carried self professionally				

Signature over Printed Name of Interviewer