

Interview Assignment (10 marks)

Here's how we will run the mock interviews:

1. Sign up for an interview time slot.
2. Show up only during your interview time on the appointed day, with your group. Do not be late.

When you get into the room, please do the following:

3. Decide who will be first to be interviewed (the interviewee).
4. The interviewee will leave their resume, cover letter, and job ad with the interviewers.
5. The interviewee will leave the room (or the table) so the interviewers can read the ad and prepare to play-act the prospective employer described in the job ad.

Ideally, you will have exchanged the job ads ahead of time and will know how to play-act the prospective employers.

6. When the interviewers are ready, they call in the interviewee.
7. Interviewee uses the magic four hello and start the interview.
8. When the interview has run its course (aim for about 7 minutes of questions and answers), quickly debrief the interviewee (and get feedback from the instructor).
9. Decide who will be the next interviewee and start the process again.

When the entire group has been interviewed, your session is over. The instructor may provide some more feedback and then you are dismissed. Most of the feedback will be on the grading sheet, which will be posted to the assignment folder in due time.