IN719
Systems Administration
Job Application Assessment

The final assessment for this paper will be a job application process. The process will be modelled closely on real world hiring practices in the field and will have three parts.

Cover Letter and CV (40 marks) Deliver these to C. Frantz's pigeonhole on Level 3 of D Block. These must be received by the deadline on the job posting. Late applications will not be considered and you will receive a zero on this assessment. You should prepare these documents as if you were applying for a real job and show the same attention to detail (full sentences, no typos). If you don't already have a CV, it's time to start maintaining one. You can send drafts of these documents to Christopher for review and feedback at any time before the deadline.

Written Quiz (10 marks) You will take a short (20 minute) quiz during the second classroom session of the penultimate week. The quiz is *easy*. Its purpose is to screen job candidates who are clearly unqualified. If you have been participating in this paper, then you should not have to study for this quiz.

Interview (50 marks) *You must receive at least 50% marks on both the cover letter/CV and quiz portions of the exercise in order to get an interview.* The interviews will be scheduled for 30 minute blocks during the last week of term. They will cover both technical and soft skills topics. Dress for the interview will be "business casual".

The assessment will be marked according to the following scheme:

- 50-59: The applicant meets minimal standards for hiring.

- 60-69: The applicant is qualified for the job, but shows weaknesses in some areas.

- 70-79: The candidate has no major weaknesses.

- 80-89: The applicant is very strong in most areas, and may exceed expectations to some degree.

- 90-100: The applicant shows technical skills and professionalism far exceeding expectations.