

✓ Assignment 1_ Business case_Job Application

✓ **Objective**

The assignment comprises two main tasks centered around the creation of a CV and a role-play activity involving job interviews:

1. Writing a CV: Each student is tasked with individually writing their own CV for a job.
2. Group Activity:
 - Group Formation: Students will form groups of 6-7 members. These groups can be either from the current course or another group.
 - Job Identification: The group will collectively identify an existing real IT job, using resources such as itviec.com, vietnamworks.com, or RMIT University's CSIT careers site.
 - Candidate Shortlisting: After identifying the job, the group will shortlist 3 candidates for interview.
3. Role-Play Interviews:
 - Team Roles: The group will then role-play interviews. The interview team should ideally consist of students playing roles like a senior manager/proprietor (optional), a departmental manager, a technical worker at the same level as the job, and an HR representative.
 - Conducting Interviews: These interviews will be conducted with the role-play candidates, following which TWO candidates will be offered the job. Candidates not being interviewed will not be present during their competitors' interviews.
4. Reflection Task: The second part of the assignment requires students to reflect on either:
 - The process of selection, focusing on aspects like fairness, robustness, and legal compliance.
 - The experience of being interviewed, contemplating the fairness of the process, whether it felt intimidating, and the professionalism of the interview team.

Guide to complete the part

Task 1: Writing Your Own CV for the Job

- Group Formation: Join a group of 6-7 students. This can be a group from your current course or a different group.
- Job Identification:

- As a group, choose a real IT job from one of the suggested websites (itviec.com, vietnamworks.com, or RMIT's job opportunities page).
- Discuss and agree on a specific job listing that seems interesting and relevant to the group.
- Candidate Shortlisting:
 - Each member individually writes their own CV tailored to the job selected.
 - Submit your CVs to the group.
 - Collectively, shortlist 3 candidates from your group for a mock interview. This should be based on the CVs that best match the job requirements.
- Role Play Interviews:
 - Assign roles within the group: Senior Manager (optional), Departmental Manager, Technical Worker (at the same level as the job position), and an HR representative.
 - The 3-4 members not shortlisted for the interview will take on these roles.
 - Conduct mock interviews with the shortlisted candidates.
- Job Offer:
 - After the interviews, the interview team should deliberate and decide on offering the job to two of the candidates.
 - Discuss the reasons for your choices to ensure a fair and informed decision.
- Exclusion of Non-Selected Candidates:
 - Ensure that the candidates not being interviewed are not present during others' interviews to maintain fairness and confidentiality.

Task 2: Reflection Choose one of the two reflection tasks:

- Reflect on the Selection Process:
 - Consider aspects like fairness, robustness, and legal compliance in the selection process.
 - Reflect on how the group ensured a fair selection and whether the process followed legal and ethical guidelines.
 - Discuss the strengths and weaknesses of your group's approach.
- Reflect on the Interview Experience:
 - If you were one of the interviewees, reflect on your experience.
 - Consider if the process felt fair and professional, and whether it was intimidating.
 - Reflect on the behavior and professionalism of the interview team.

Tips for Success

- Active Participation: Engage actively in discussions and role plays.
- Research: Familiarize yourself with the job requirements and typical interview processes.
- Collaboration: Work cooperatively with your group members and respect everyone's input.

- Self-Reflection: Be honest in your reflection, identifying both positives and areas for improvement.

✓ **Sample Answer**

Sample Answer

The sample answer(s) provided would be on task 2 where student needs to reflect either the selection process or the interview experience.

Selection Process

1. Introduction

- In our recent group activity, we engaged in a simulated recruitment process where we selected two candidates for a fictional IT job. The exercise was enlightening, providing practical insights into the complexities and responsibilities involved in recruitment. This reflection discusses the fairness, robustness, and legal compliance of our selection process.

2. Fairness in Selection

- We aimed for fairness by establishing clear criteria based on the job description. Each CV was evaluated against these benchmarks, ensuring decisions were made on merit rather than personal biases. However, we noticed a tendency to favor candidates with backgrounds similar to ours, revealing an unconscious bias. We addressed this by rotating the evaluators, allowing for diverse perspectives in the assessment process.

3. Robustness of the Process

- The robustness of our process was evident in our structured approach. We prepared a detailed job description and a standardized scoring system for CV evaluation. This helped maintain consistency in our assessments. However, the process had limitations in simulating real-world scenarios, as our understanding of the IT field and recruitment nuances were based on academic knowledge rather than practical experience.

4. Legal Compliance

- We were conscious of legal compliance, particularly with regard to non-discrimination. We ensured that our job advert, CV assessment, and interview questions were free from discriminatory language and criteria. However, we recognized our limited understanding of employment law and agreed that in a real-world scenario, consultation with legal professionals or HR experts would be essential.

5. Group Dynamics

- The group dynamics significantly influenced our process. We had diverse opinions, which led to healthy debates and discussions. However, time constraints sometimes rushed our decision-making process. In a professional setting, allocating adequate time for each recruitment stage would be crucial.

6. Conclusion

- The exercise was a learning curve, highlighting the importance of fairness, robustness, and legal compliance in recruitment. It underscored the need for continuous learning and professional development in these areas. Future exercises could be enhanced by involving someone with real-world HR experience, providing a more realistic and informed perspective.

Interview Experience

1. Introduction

- Participating in the mock interview process as a candidate was an enlightening experience. It offered a unique perspective on how interviews are conducted and how candidates might perceive them. This reflection explores my personal experience during the interview, focusing on aspects of fairness, the intimidating nature of the process, and the professionalism of the interview team.

2. Experience of Fairness

- The interview process seemed fair in its structure. Questions were relevant to the job and equally challenging for all candidates. The panel ensured each candidate had equal time to respond and express their views. However, I noticed some questions seemed to favor candidates with specific types of experience, which could be perceived as biased towards certain profiles.

3. Intimidation Factor

- Initially, the interview was intimidating, mainly due to the formal setup and the presence of multiple interviewers. As the interview progressed, however, the friendly demeanor of the panel helped in easing my nerves. The technical worker's practical questions were particularly daunting, as they required on-the-spot problem-solving skills.

4. Professionalism of the Interview Team

- The interview team conducted themselves professionally. They were well-prepared with my CV details and asked pertinent questions. The HR representative's role was crucial in maintaining a balanced approach, ensuring the questions were appropriate and respectful. One area for improvement could be the feedback mechanism post-interview, which was not very structured.

5. Personal Takeaways

- The experience was a valuable practice in handling real interview situations. It taught me the importance of preparation, especially in anticipating and articulating responses to technical questions. Additionally, observing the interviewers' techniques provided insights into what employers look for in a candidate.

6. Conclusion

- Overall, the mock interview was a positive and educational experience. It highlighted the importance of a fair and professional approach in interviews, both from a candidate's and an interviewer's perspective. Future simulations could benefit from incorporating more diverse interview scenarios and providing detailed feedback to candidates to enhance the learning experience.