

✓ 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**

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