**CIS-1150 –Assignment #12**

**Mock Interviews Assignment**

**September – December, 2014**

**Assignment #12** – In this assignment, you will be taking on a role in the interview process. You will either be the applicant or the interviewer. There will be two participants for each group and interviews should last approximately 10 minutes with a debrief of 5 minutes following the interview. **/10**

**Instructions:**  – Once you have been assigned your “role” in this activity, you will follow the appropriate guideline within that role.

Guidelines are posted for each role below:

**Applicant** – You will take part in a mock interview as an applicant. In spite of the fact that this is “mock,” it is to be taken seriously. You will prepare for this interview as if it were the real thing. Breakdown of marks is as follows: /10

* Professionalism
  + Dress /2
  + Conduct throughout interview /2
  + Preparation (appropriate paperwork, etc.) /2
* Appropriate Responses
  + Show knowledge of the role /company /2
  + Positive image /2

**Interviewer** – You will take part in a mock interview as an interviewer. Again, this is to be taken seriously and you will prepare for this interview as if it were the real thing. Breakdown of marks is as follows: /10

* Professionalism
  + - Dress /2
    - Conduct throughout interview /2
    - Preparation (appropriate paperwork, etc.) /2
* Appropriate Questions
  + - Show knowledge of the role/company /2
    - Provide insights to potential employee /2

**Due December 8 – 11, 2014**