

Mock Interview

Standard

Students will display good conversational skills through maintaining proper eye contact, voice and manners.

Students will partake in reflection by making connections to themselves.

Task

You applied for jobs last week and you just heard back from the first prospective employer! He would like to interview you for the job...so get ready! Take part in a mock interview but remember all the good practices you need in an interview.

Once your interview is complete, self-assess yourself by filling out this rubric and compare it to the one that your interviewer filled out. Write two paragraphs explaining your strengths and areas needing improvement.

Rubric

Criteria	Excellent - 3	Satisfactory - 2	Unsatisfactory - 1
Appearance	Professional attire (ex.: slacks, dress shirt, dress shoes, etc.)		Unprofessional attire (ex.: jeans, t-shirt, sneakers, sweats, etc.)
Eye contact	Maintained eye contact	Little eye contact	No eye contact
Posture	Sits up straight	Slouches occasionally	Slouches frequently
Responses	Well-constructed, complete answers, positive/interested, explains experiences and interests	Complete answers, relatively interested, explains some experiences and interests	Brief answers, does not seem interested, does not explain experiences or interests
Voice	Speaks clearly, enunciates, talks at appropriate speed, volume is appropriate	Speaks clearly most of the time, enunciates frequently, talks at appropriate speed most of the time, volume is appropriate most of the time	Volume is too loud or too quiet, does not enunciate, irregular speed, volume is too loud or too quiet
Greetings and Manners (Hello, handshake, thank you)	Professional behavior at all times, friendly and courteous	Professional behavior most times, sometimes friendly and courteous	Behavior does not fit interview situation, not friendly and courteous
Reflection x2	Strengths and areas needing improvement are identified and explained in a reflective manner by making connections and future goals	Strengths and areas needing improvement are identified but few connections and future goals are made	Strengths and areas needing improvement are not identified and no connections or future goals are made