Planning 10 Blended – Mock Interview Guidelines, Questions, and Scale

Name of Interviewer: **Name of Job Applicant:**

Total Marks -   /95

FIRST IMPRESSIONS

Professional Appearance: wearing formal wear (M - business suit with shirt, tie, and dress shoes) (F - business suit with blouse and heels) / semi –formal wear (M - shirt, tie, dress pants, and dress shoes) (F – blouse, skirt, pantyhose, and dress shoes)

Greeting: greet & shake hands with interviewer correctly (offers to shake your hand first with nape of hand touching / firm / eye contact)

Conversation: enthusiastic & engaging

Questions you might ask (choose 1):

- What do you think of our newly elected president to the south?

- How about those Canucks?

- What do you make of our economy right now?

- Or any other casual conversation questions you might want to pose (food, culture, movies, sports, current events, global events, etc…)

/ 15 marks	Excellent - 5	Good - 4	Above Average - 3	Average - 2	Poor - 1
First Impressions - Attire					
First Impressions - Handshake					
First Impressions – Conversation					

INTERVIEW CONTENT

Preparation: Knowledgeable about organization and position

Confidence: Display poise and confidence

Ability: Relate skills to the job very well using concrete examples. Question to keep in mind is "What benefits will the company receive by hiring you."

Questions to ask (choose 5):

- What position are you looking for in our organization?
- What other types of work are you looking for in addition to this role?
- Why are you a good fit for our company – should know about company history and where it is heading now
- What are you short-term goals? What are your long term goals?
- Why do you feel you will be successful in this work?
- What supervisory or leadership roles have you had?
- What experience have you had working on a team?
- What have been your most satisfying/disappointing accomplishments/experiences?
- What kind of problems do you handle the best?
- What did you learn from your previous work / school experiences?
- Why did you apply to our organization and what do you know about us?
- What do you think are advantages/disadvantages of joining our organization?
- What is the most important thing you are looking for in an employer?
- What courses did you like best/least and why?

/ 15 marks	Excellent - 5	Good - 4	Above Average - 3	Average - 2	Poor - 1
Interview Content - Preparation					
Interview Content - Confidence					
Interview Content - Ability					

Planning 10 Blended – Mr. Kim
Email: kkim@wvschools.ca

INTERVIEW SKILLS / TECHNIQUES

Eye Contact: Excellent

Language and Grammar: Appropriate; do not use "um" or "and"

Voice / Pace: Speak at the right speed / voice is projected forward and not mumbling or searching for words to say

/ 15 marks	Excellent - 5	Good - 4	Above Average - 3	Average - 2	Poor - 1
Interview Skills / Techniques – Eye Contact					
Interview Skills / Techniques – Language and Grammar					
Interview Skills / Techniques – Voice / Pace					

Closing

Express interest: Successfully convey interest in position

Research: Asks appropriate questions

Questions they might ask:

- What do you see as the priorities for someone in this position?
- Can you please describe a typical day on the job?
- What are examples of assignments I would get in this position?
- What training programs do you have available for your employees?
- What level of responsibility can I expect in this position?
- Is there a typical career path for a person in this position?
- How are employees evaluated and prompted?
- What are the company's plans for the future?
- What do you see as the greatest threat / asset for the organization?
- How would you describe your organization's management style and working environment?
- Why is this position available? (Is it a new job or where did the former occupant go?)

Closure: Sincerely thank the interviewer

/ 15 marks	Excellent - 5	Good - 4	Above Average - 3	Average - 2	Poor - 1
Closing – Express Interest					
Closing – Research					
Closing – Closure					

Comments:

I would hire this applicant because:

I would not hire this applicant because:

Cover Letters Grading Rubric

	Exemplary – 3	Satisfactory – 2	Unsatisfactory – 1	Rating
Opening Paragraph	The opening paragraph arouses the interest of the employer by stating why you are interested in the organization, names the specific job applied for and states where you heard of the job.	The opening paragraph is poorly written or is missing one of the required elements: why you are interested, specific job, where you heard of the job.	The opening paragraph is poorly written and is missing more than one of the required elements.	
Middle Paragraph	The middle paragraph is neatly written and creates a desire for an employer to know more about you. It emphasizes the resume pointing out achievements and qualifications that meet the job description.	The middle paragraph is poorly written and does not create a desire for the employer to know more about the student or does not emphasize the resume.	The middle paragraph is poorly written and does not make the employer want to meet the individual, emphasize the resume and does not refer to the job description.	
Closing Paragraph	The closing paragraph paves the way for an interview by offering to call in the future.	The closing paragraph leaves the employer unsure if the applicant would like an interview or does not offer to call in the future.	There is no closing paragraph.	
Layout	The letter is organized. It includes all of the required components in the correct order with the correct spacing between elements.	The letter is missing 1 of the required elements or the component are not in the correct order.	There is no apparent organization to the letter. It is missing multiple components.	
Writing Skills	Sentences are fluent and effective. Very few errors in mechanics, punctuation, and word usage.	Sentences are usually controlled. There are minor errors in mechanics, punctuation, and word usage.	Sentences are generally adequate. There are lapses in mechanics, punctuation, and grammar.	
Format	Letter meets 100% of the formatting requirements.	Letter does not include one of the formatting requirements.	The letter is missing more than one of the formatting requirements.	
			Total Rating	/18
			Final Score	/18

Formatting Requirements-

- One page in length
- Printed on white or off white bond paper
- 10-12 font size
- Letter is signed

Resume Rubric

Total - 16	4 Resume should effectively land you an interview. GOOD JOB!	3 Resume could land you an interview (borderline case).	2 Resume is average, needs improvement to rise to the "top of the stack"	Resume needs 1 significant improvement and would be discarded during screening.
Format	The resume fills the page but also is not overcrowded. There are no grammar or spelling errors. This resume could be easily scanned.	This resume almost fills the page but has some uneven white space. There may be a single spelling or grammar error here.	The font and spacing of this resume are not appealing and easily scanned. There are more than one spelling or grammar errors.	This resume is either one-half page or two to three pages long. The font is too big or may be hard to read. There is more white space than words on the page. There are multiple spelling errors.
Education Section	This section is organized, clear, and well defined. It highlights the most pertinent information. This section includes: institution with its location, graduation date, major, degree, GPA, study abroad, and any relevant course work.	This section is organized and easy to read. This section includes: institution with its location, graduation date, major, and degree. GPA is missing from this section. Also, "extra" information such as study abroad and course work are not mentioned.	This section is not well organized. Information such as institution with its location, graduation date, and major are included. Degree and GPA are not listed. There is no order to how information is formatted in this section.	This section is missing the most crucial information. Institution is listed without a location. Graduation date is not listed. Major is listed but not degree. No GPA is stated in this section.
Experience Section	This section is well defined, and information relates to the intended career field. Places of work, location, titles, and dates are included for each position. Descriptions are clear and well marketed in the form of bullet statements beginning with action verbs. This section could be split into related and other experience.	Descriptions are clear in the form of bullet statements beginning with action verbs. Descriptions are not detailed enough to fully understand what was done. Information does not relate 100 percent to the intended career field. Places of work, location, titles, and dates are included for each position.	Descriptions are not in the form of bullets beginning with action verbs. Complete sentences in paragraph form are used to describe previous positions. Places of work are included for each position but not locations, dates, and titles.	This section is not well defined, and there is no order to the descriptions of each position. Descriptions are not detailed and offer no illustration of what was done. No locations and dates of employment are listed.
Honors/ Activities	This section is well organized and easy to understand. Activities and honors are listed and descriptions include skills gained and leadership roles held. Dates of involvement are listed.	This section includes all necessary information but is difficult to follow. Leadership roles within organizations are listed but skills are not defined. Dates of involvement are listed.	This section is missing key information such as leadership positions held or dates of involvement. Organizations are listed describing the organization, not individual skills.	This section is missing or contains very little information. Organization titles or date of involvement are not listed. No descriptions are listed.