

Name: \_\_\_\_\_

Miss Skirtich  
Communications  
8/9 January 2020

### **Mock Interview Assignment**

For this assignment, you will be participating in a mock interview for a position in your field of choice. Using the interviewing notes and sample questions from class, you must prepare for your interview by practicing answering and asking questions, body language, researching your field, and reviewing your resume. You will be interviewing with a panel consisting of teachers, counselors, and administrators, so you must take this seriously! You will be graded on the following components of your interview:

#### **Appearance and Personality (40 Points):**

- Dress (10 points)
- Professionalism (10 points)
- Body language (10 points)
  - Eye contact, smiling, gestures, and **handshaking**
- First impression (10 points)
  - Politeness and enthusiasm (optimism and excitement)

#### **Preparation and Execution (40 Points):**

- Resume
  - 3 printed out copies
- Questions (20 points)
  - Answering
  - Asking “the employer” at least two questions (at the end!)
  - Providing examples, when appropriate
- Projection (20 points)
  - Confidence
  - Pauses, volume, and enthusiasm

#### **Follow-up Email and Hand-Written Note (20 Points):**

- You must send an email to **EACH INTERVIEWER** immediately after your interview. You must find their email addresses on the school’s website. Your emails must:
  - Thank the interviewer
  - Be polite, enthusiastic, and concise
  - Reiterate the positives
  - Provide contact information and open availability

**CC Miss Skirtich on the email!**

**Total Points: 100**

Name: \_\_\_\_\_ Date: \_\_\_\_\_ Block: \_\_\_\_\_

### Mock Interview Grading Rubric

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Total Points: \_\_\_\_\_ / 100

Comments:

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