**EMPLOYABILITY ASSESSMENT TOOLKIT**

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| **Task:** | Job Interview (semi structured) |
| **Task type:** | Oral |
| **Value:** | 10% |
| **Length:** | 12 Minutes |
| **Level:** | Transition In |
| **Contributor:** | Amelia McFarland, Griffith University |

# Task Objectives:

1. Use appropriate communication skills to interact with peers, professional contacts, and healthcare professionals (oral communication)
2. Demonstrate the interpersonal skills needed to engage successfully in a job interview (communication; self-management; initiative; reflection)

Task Rationale:

While many people will gain employment informally through the ‘hidden’ job market, there are many jobs (such as those within large companies, government, and universities) for which the recruitment process is more formal. Applicants for these positions will often participate in an interview at some stage to secure the job. Such an interview will normally follow the employers considered review of a written job application, including résumé and responses to selection criteria.

# Task Description:

For this task you will participate in a **12-minute simulated**, **semi-structured and face to face interview** with a potential employer. During the interview you will **answer FIVE open questions**.

# Additional information:

* This interview will be for the position for which you wrote selection criteria responses in the “Responding to Selection Criteria” assessment task.
* Some of the questions will be based on the selection criteria you responded to, or on the general applicant information provided in the advertisement excerpt from the job you selected.
* You should also expect the interviewer to pose a behavioural question and a question aimed at finding out a little more about you
* Utilise experiences from the last 2-3 years, or the most relevant experiences, to emphasise your skills and remember to use the STAR reflective framework that you used in the Selection Criteria assessment task.

**Marking Information**

* There is a total of 20 marks available.
* Each of the FIVE questions is worth three marks (total 15 marks available). The answer for each question will be marked using the criteria outlined below.
* The remaining 5 marks are awarded for your demeanour and overall performance in the interview (non-verbal communication, appropriate interview behaviour, ability to ask suitable questions).
* You have 12 minutes, which equates to just over two minutes per question

# Rubric:

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|  | **1 MARK**  (MINIMALISTIC ANSWER) | **2 MARKS**  (BETTER ANSWER) | **3 MARKS**  (EXCELLENT ANSWER) |
| **MARKING GUIDE** | **Basic answer**   * Can provide an answer * May be simplistic * May be poorly constructed * No attempt at elaboration or justification | **More thorough answer**   * More thorough response * Some attempt at logical flow * Answer may be lacking in elaboration or detail in some aspects | **Excellent answer**   * Answer is constructed very well * Logical, flowing response * Excellent clarity in all descriptions * Use of promotional language and transferable skills where applicable |
| **EXAMPLE QUESTION**  “Describe how you have demonstrated excellent communication skills in the past” | *“I’ve worked as a receptionist before, I had to answer the phone a lot and so had to have pretty good communication skills for that. I wrote e-mails too, which meant I had good written communication as well.”* | “*My last job was as a receptionist for the Flintstone Medical Practice. I spoke to patients on the phone a lot so had to be clear and easy to understand when I spoke to them. I was the first person that people would talk to when they phoned up or walked in so it was important that I demonstrated good communication skills. I was with the company for a long time, so I think I was pretty good at communication with the patients.”* | “*My last job was as a receptionist for the Flintstone Medical Practice, where I used excellent communication skills, both written and oral, on a daily basis. I communicated with both patients and colleagues face-to-face, over the phone, and via e-mail. As I was the first person that people saw or spoke to, I had to be professional, courteous and helpful at all times. During the 4 years I worked there, I received extremely positive feedback on my exemplary communication skills and my interpersonal skills from my managers in performance reviews.”* |