Unit 4, Module 3 – Communication and Mock Interview

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| **Excelling** | All questions have been completed using detail | Participated in role play, demonstrating both leadership and teamwork skills | Creates ten or more open- ended possible interview questions | Responds to ten open- ended interview questions | Answers all ten questions clearly, elaborating using specific examples  Uses appropriate language with a high level of sophistication, professionalism and maturity | Evaluation of mock interview, describing at least three positive and three negative aspects  Describes three strategies for improvement | Applies at least three strategies for improvement to second mock interview, improving significantly from first interview |
| **Achieving** | All questions have been completed | Participated in role play, demonstrating teamwork skills | Creates more than five open-ended possible interview questions | Responds to more than five possible interview questions | Answers more than five interview questions clearly  Uses appropriate language when answering all questions | Evaluation of mock interview, describing at least two positive and two negative aspects  Describes two strategies for improvement | Applies two strategies for improvement to second mock interview, improving somewhat from first interview |
| **Satisfactory** | More than half the questions have been completed | Minimal participation in role play, needing prompting/ assistance from the team | Creates fewer than five possible interview questions, not all of which are open ended | Responds to fewer than five possible interview questions | Answers fewer than five of the interview questions  Mostly uses appropriate language when answering questions; however, takes an informal approach | Evaluation of mock interview, listing at least two positive and/ or two negative aspects  Lists two strategies for improvement | Applies one strategy for improvement to second mock interview; however, does not improve from first interview |
| **Not yet satisfactory** | Less than half the questions have been completed | Physically present for role play; however, did not contribute to the team | Creates fewer than five ‘yes/no’ questions for interview | Only responds to the ‘yes/no’ interview questions | Answers one of the interview questions  Does not use appropriate language and lacks focus during interview process | Evaluation of mock interview, listing at least one positive and/ or one negative aspect  Does not list any strategies for improvement | Fails to apply any strategies for improvement, therefore not improving from first interview |
| Not shown | Not shown | Not shown | Not shown | Not shown | Not shown | Not shown |
| **Criteria** | **Structured questions related to communication skills** | **Role play ‘good’ vs ‘bad’ interview** | **Interview questions** | **Responses to interview questions and possible questions for employers** | **Mock interview** | **Reflection** | **Second mock interview** | |
| **Activity 5** | | | | **Activity 6** | | | |
| **Communication – ‘good’ vs ‘bad’ examples** | | | | **Mock interview and reflection** | | | |