

Human Resources--Haskin
Resume--Interview Assignment
6 class periods (300 minutes)

<p style="text-align: center;">Objectives:</p>	<ul style="list-style-type: none">• The student will be able to develop interview skills while at the same time providing them with some information about possible career choices. The student will:<ul style="list-style-type: none">○ Practice and improve interviewing techniques such as using oral and visual cues, and pacing answers to keep an interview on track○ Perfect listening skills○ Develop clear, focused answers○ Gain information about your profession by completing research to commonly asked interview questions○ Develop a professional, error free resume
<p style="text-align: center;">Business Ethics:</p>	<p style="text-align: center;">Students will model work readiness traits required for success in the workplace including teamwork, multitasking, integrity, honesty, accountability, punctuality, time management, and respect for diversity.</p>
<p style="text-align: center;">Number of Class Hours:</p>	<p style="text-align: center;">6 class periods which will equal 300 minutes or 5 hours</p>

Human Resources

Haskin

Career Unit

You've completed the first two steps in the "Job Hunt" process. You have written a cover letter that will help aid your resume and display your communication skills. You have produced an "error free" resume that will likely impress the company and set up a future interview.

Now that you have earned an interview, it is IMPERATIVE that you prepare yourself for some of the most common interview questions you will likely encounter during a job interview. This assignment has 3 steps and 3 grades:

- 1. Open Microsoft Word, type and respond to the 20 questions on the back of this sheet. Remember that you are responding to these questions as though you are a senior in college about to graduate and enter the work force. ALL 20 questions should be typed out and answered in Microsoft Word.**
- 2. Using Microsoft Word, build a resume as though you are graduating from college, technical school, degree program, specialty training, etc. Be sure to use the sections we have covered in class such as: Objective, Education, Experience, and References. Remember that a resume should have NO grammatical errors. Please proofread your resume and have at least one other student proofread your resume before turning in.**
- 3. One on one interview with Mr. Haskin. Rubric will be used to score the interview. Interview will be recorded.**

BMA-HRP-4 Apply and model the concepts of recruitment, interview, and selection of employees in the current labor market.

Mock Interview Rubric

Interviewee: _____ Interviewer: _____

Score: 1= far below standard 2=below standard 3=meets standard 4= above standard 5 = far exceeds standard

CATEGORY	SCORE	COMMENTS
I. RESUME <ul style="list-style-type: none"> •Is resume professional and neat? •Is resume free of errors? •Does resume “sell” examples of transferable skills? 		
II. APPEARANCE AND POISE: <ul style="list-style-type: none"> •Is interviewee punctual? •Is interviewee dressed professionally and appropriately? •Does the interviewee appear confident and poised? •Does interviewee maintain good posture? •Does interviewee make eye-contact with the interviewers? •Does the interviewee give an appropriate handshake? 		
III. SKILL PRESENTATION: <ul style="list-style-type: none"> •Does interviewee answer content of each question clearly? •Does interviewee “sell” their skills? •Does interviewee appear prepared and knowledgeable about the position they are applying for? •Does interviewee reference items on their resume? •Does interviewee appear to give straightforward, honest responses? •Does interviewee come across as someone who can work well with others? 		
IV. DELIVERY AND LANGUAGE <ul style="list-style-type: none"> •Does interviewee use proper language and enunciate their responses? •Is the interviewee professional, and mature throughout the interview? •Does the interviewee answer questions with appropriate wait time? •Does interviewee avoid distracting mannerisms and phrases? (“ums”, tapping, hair twirling, etc.) 		

Total Score out of 20 pts. possible: _____ (see following page for chart of score ranges)

Mock Interview Rubric

How did you do?	Total Score Range
<p style="text-align: center;">YOU'RE HIRED!!!</p> <ul style="list-style-type: none"> - stellar resume - great poise, professional dress, great eye-contact - very confident - detailed and specific answers to questions - sells skills and references previous experience - appears to have many leadership qualities - appears very honest and easy to work with - interviewee is professional when responding - very clear and concise manner of speaking - above-average maturity 	<p style="text-align: center;">18pts. – 20pts.</p>
<p style="text-align: center;">WE'RE CONSIDERING YOU...</p> <ul style="list-style-type: none"> - thorough resume - decent poise, professional dress, good eye-contact - somewhat confident - specific answers to questions - sells some skills - appears to have some leadership potential - appears honest and non-conflict prone - interviewee is usually professional when responding - clear manner of speaking - noticeable maturity 	<p style="text-align: center;">15 pts. – 17 pts.</p>
<p style="text-align: center;">WE MIGHT HAVE HIRED YOU, BUT ...</p> <ul style="list-style-type: none"> - resume is organized, but shows little experience - not enough poise, semi-professional dress, some eye-contact - confidence is not convincing - specific answers to some questions, others too general - comes off as a little too inexperienced - appears to be a hard-worker, but not necessarily a leader - appears to have some communication problems - interviewee attempts to be professional when responding - manner of speaking is comprehensible, but sometimes a bit unclear - some maturity evident 	<p style="text-align: center;">14 pts. – 12 pts.</p>
<p style="text-align: center;">DON'T CALL US, WE'LL CALL YOU...</p> <ul style="list-style-type: none"> - resume feels incomplete or has many errors - no poise, dress too casual or inappropriate, poor eye-contact - lack of confidence - answers to questions are not convincing, relevant, or sufficient - inexperience is obvious - does not appear to possess leadership skills - does not come across as a dependable employee - interviewee is not professional when responding - manner of speaking is unclear, jumbled or poorly worded - interviewee needs more experience and maturity 	<p style="text-align: center;">11 pts. and below</p>

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Possible Interview Questions

Directions: Open MS Word, type and respond to the following possible interview questions which are some of the most common. Please respond using complete sentences.

1. Can you tell me a little about yourself?
2. How did you hear about the position?
3. What do you know about the company?
4. Why do you want this job?
5. Why should we hire you?
6. What are your greatest professional strengths?
7. What do you consider to be your weaknesses?
8. What is your greatest professional achievement?
9. Tell me about a challenge or conflict you've faced at work, and how you dealt with it.
10. Where do you see yourself in five years?
11. What's your dream job?
12. What's a time you exercised leadership?
13. How would your boss and co-workers describe you?
14. How do you deal with pressure or stressful situations?
15. What are your salary requirements?
16. What do you like to do outside of work?
17. If you were an animal, which one would you want to be?
18. How many tennis balls can you fit into a limousine?
19. What do you think we could do better or differently?
20. Do you have any questions for us?

Emily Potter
Haskin
Human Resources
9/17/19

1. Can you tell me a little about yourself?

I am a 20 year old aspiring fashion marketer, who is always looking for an outlet to be creative. I gained knowledge on the business career path, beginning in high school, and wanted to pursue it ever since. I like the idea of being able to help others, learn about their stories, and contribute to growth.

2. How did you hear about the position?

I heard about this position of being a Vogue fashion marketer, after completing my internship. My mentor at the company mentioned it would be beneficial to apply, and since I love my work here at this industry, I thought so as well.

3. What do you know about the company?

This company is full of demanding, hardworking individuals who adore being given the opportunity to benefit and change others' lives. As the company grows every day, those who are in charge never forget those whom helped along the way.

4. Why do you want this job?

I would love to have this job, because I've really enjoyed my work here as an intern, and would definitely be interested in continuing my work here with the company. My internship has given me plentiful of experience, and opportunities, to help me pursue something bigger.

5. Why should we hire you?

With working in an environment such as this, I have strengthened my skills for growth analysis and marketing. I think I'm a good candidate considering I work well with communication, people, and knowing how to improve sales. Fashion is one of my favorite realms and I think it would be very easy for me to fit in this environment.

6. What are your greatest professional strengths?

Some of my greatest strengths would be my ability to work under pressure, follow trendiness, and having great communication. Finding ways to reach out into a broad audience and improve sales has taught me new strategical techniques to gain a big following for the industry involved.

7. What do you consider to be your weaknesses?

Some weaknesses I believe I obtain would be graphic design involved in the marketing area. Reaching an audience obviously involves innovative tactics to catch the community's eye, in which you need posters/flyers/ads to generate noise. Although this may be one of my weaknesses, I still consider myself skilled in this area, yet I believe I am growing every day.

8. What is your greatest profession achievement?

My greatest profession achievement would be when I received the top intern work achievement award earlier this year for completing my internship at the top of the list of 46 interns. It not only impacted my work ethic but also my confidence, considering that my hard work landed me there. It has pushed me forward to work harder every day.

9. Tell me about a challenge or conflict you've faced at work, and how you dealt with it.

Upon working as an intern I faced challenges of getting marketing strategies out by a certain deadline. One project was assigned to up sales on magazines in the New York location of Brooklyn, which was struggling with sales at the time. My supervisor put the task of creating a look book that would showcase on a billboard just inside the city. This was a demanding task, considering sales in this area were struggling for months, however the pressure pushed me to achieve success, and I upped sales by 40% in just a couple weeks.

10. Where do you see yourself in five years?

In five years I would hopefully see myself in a successful position in the fashion marketing industry. Starting from the bottom as I am now, I aspire to grow into management as the years go on.

11. What's your dream job?

If given the opportunity, my dream job would be a fashion director in a department of fashion. Marketing and sales are always fun, but being involved in photoshoots/runway shows/ or fashion weeks would be a dream.

12. What's a time you exercised leadership?

A group of us interns were given a project where we were to create a layout of a photoshoot in which would generate the most sales. As the group of interns began to disagree with their abundance of opinions, I stepped in and made them compromise. I believe this was a form of leadership, considering we then were all able to work together and finish the task by the deadline.

13. How would your boss and coworkers describe you?

My boss and coworkers would describe me as hardworking, determined, and well with time management. I am always at the table finding new ways to generate noise about the company, and doing my best in terms of social media strategies.

14. How do you deal with pressure or stressful situations?

Pressure persuades me to only do my best in stressful situations. I may overthink it at first, but I will have the project out in its desirable format every time.

15. What are your salary requirements?

When dealing with salary, I would like to receive pay based on my experience in the field. I can always go back and research to give you a more suitable answer.

16. What do you like to do outside of work?

Outside of work, I generally like to express myself creatively in many ways, or spending time catching up with my friends. Creating art, practicing techniques, photography, or going out with my peers are all things you can find me doing after hours. I generally like to make the most of my time, so very rarely will you find me laying around all day.

17. If you were an animal, which one would you want to be?

If I were an animal, I would want to be

18. How many tennis balls can you fit into a limousine?

I believe, by eying it, you can fit approximately 675 tennis balls into a limousine given a measurement of 9 by 15, and rows of 5.

19. What do you think we could do better or differently?

Considering my advisory isn't qualified enough to tell you what you could do BETTER, I could always let you know that continuing to do what the company has been doing, growing towards bettering the world around us, makes impactful strides as it is.

20. Do you have any questions for us?

I would like to ask how you how you came about to where you are today, in this company?

Score: 100/100!!!

Feedback: Emily, I really like the thought that you put into your answers. Some of the questions can be very hard to answer. It is not always about having the right answer, but to show that you are truly giving it thought. I especially liked that on question 18, you really thought about the specifications of the size of a limousine and made an inference from there. Great job!

EMILY POTTER

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· pottre6876@gmail.com ·

OBJECTIVE

To obtain a position in Marketing with H&M

EXPERIENCE

2019 – PRESENT

ASSISTANT MANAGER, HALLMARK

- Meet and greet costumers/costumer service
- Handle cash transactions and balance cash register
- Update merchandise sold in store
- Kept organization of card station
- Maintain a positive attitude

2018 – 2021

CASHIER, THE NEST SCHOOL STORE

- Handled money and balanced cash register
- Kept organization of merchandise for students and teachers
- Interact with students and teachers effectively and resolve customer conflicts
- Take part in community service projects (ex. March of Dimes)
- Other general duties

2017 – 2020

DANCE INSTRUCTOR, DANCE ACADEMY

- Work with students to learn dances and terminology
- Handled student behavior and discipline
- Planned parties and holiday fun for kids in class

EDUCATION

MAY 2024

MA IN JOURNALISM AND MASS COMMUNICATIONS, UNIVERSITY OF GEORGIA

- Studied core classes within writing, English, social media and more
- GPA: 3.9
- Graduated part of Dean's List

REFERENCES

Available upon request

Mock Interview Rubric

Interviewee: Emily Potter Interviewer: Haskin

Score: 1= far below standard 2=below standard 3=meets standard 4= above standard 5 = far exceeds standard

CATEGORY	SCORE	COMMENTS
I. RESUME <ul style="list-style-type: none"> •Is resume professional and neat? •Is resume free of errors? •Does resume “sell” examples of transferable skills? 	5	Resume is professional and neat, no grammatical errors, and skills were listed appropriately
II. APPEARANCE AND POISE: <ul style="list-style-type: none"> •Is interviewee punctual? •Is interviewee dressed professionally and appropriately? •Does the interviewee appear confident and poised? •Does interviewee maintain good posture? •Does interviewee make eye-contact with the interviewers? •Does the interviewee give an appropriate handshake? 	5	You were 5 minutes early for your scheduled interview, you were dressed appropriately, amazing eye contact, great posture, your hand shake was firm and exuded confidence and respect...great job!
III. SKILL PRESENTATION: <ul style="list-style-type: none"> •Does interviewee answer content of each question clearly? •Does interviewee “sell” their skills? •Does interviewee appear prepared and knowledgeable about the position they are applying for? •Does interviewee reference items on their resume? • Does interviewee appear to give straightforward, honest responses? •Does interviewee come across as someone who can work well with others? 	5	I tried to throw you with the “fruit” question, but your answer of “Star Fruit” is one of the best answers I have heard in a long time. You did a great job of “selling” yourself throughout the interview.
IV. DELIVERY AND LANGUAGE <ul style="list-style-type: none"> • Does interviewee use proper language and enunciate their responses? • Is the interviewee professional, and mature throughout the interview? • Does the interviewee answer questions with appropriate wait time? • Does interviewee avoid distracting mannerisms and phrases? (“ums”, tapping, hair twirling, etc.) 	5	Your interview was the strongest I have seen in a long time. You are definitely prepared to present your FBLA for Regional Competition coming up in January.

Total Score out of 20 pts. possible: 20 (see following page for chart of score ranges)