

ASSESSMENT TASK 3 (MODULE 4)

Attend an individual panel interview.

- Assessment Task 3: Individual Panel Interview (40%)

Aims

1. To develop and showcase impromptu speaking skills, effectively structuring thoughts, and formulating answering and opinions within restricted timeframes
2. To refine and demonstrate the skills essential for excelling in panel interview settings

Assessment Criteria

1. Content
2. Language
3. Interview skills

For full details of the assessment criteria, refer to the assessment rubrics on Blackboard.

Procedures for Assessment Task 3: Individual Panel Interview

This assessment involves an individual job interview format where the candidate will be interviewed by a panel consisting of fellow students. The interview will last approximately 7 minutes, simulating a standard job interview scenario and using the procedures discussed in class. As a candidate, you will respond to interview questions posed by the panel and your instructor, which include:

- A mandatory question: "Tell us about yourself" (Your response should be around 60 seconds)
- A mix of common questions, behavioural questions and/or questions about technical expertise and knowledge

Based on the job requirements, interviewers may ask questions related to the candidate's skills and experience, education background, personal attributes, etc. The candidate should be prepared to share specific expertise related to the job. In cases where responses appear brief, interviewers might pose follow-up questions to delve deeper into the details.

Preparation

- Review the job advertisement and application materials prepared for Assessments 1 and 2 and prepare hard copies for the panel members.
- Conduct thorough research on the company and anticipate potential interview questions. Be well-prepared, but avoid memorising scripted responses, as this approach is unlikely to convince the interviewers.
- NOTE: An email will be sent one day prior to the assessment, providing you with the assessment schedule and panel information.

During the Assessment

- Please arrive on time and submit hard copies of your application materials to the instructor. (These will be returned after your interview.)
- Each student panel will have 10 minutes to review application materials for approximately 5 interviewees under the instructor's guidance. Each panellist will focus on a designated interviewee and lead the respective panel.
- Following this, interviewees will be individually invited for their 7-minute interviews. During the interview, you will respond to questions prepared by both the panel and the instructor.
- You will be interviewed one-on-one for 7 minutes by the panel and evaluated by your instructor.
- NOTE: While you can take notes during the interview, using unauthorised materials such as websites or teaching notes during the interview is prohibited.

General Interview Reminders

- Arrive on time (or early), dress tidily, and switch off your mobile phone.
- The interviews will be video recorded for review and evaluation purposes.

Absence from Assessments

- The absent student should submit valid documented evidence to the instructor to substantiate his/her absence within 3 working days after the scheduled interview assessment.
- Examples of valid documented evidence include a medical certificate, a letter from the department endorsing an event, or any evidence of hospitalisation, etc.