

JOB INTERVIEW PROJECT BUSINESS PRESENTATIONS



The purpose of this project is to provide experience researching a company, preparing job campaign correspondence, and participating in employment interviews. Upon successful completion of the job interview project, students will:

- Demonstrate a professional image when presenting business information.
- Use proper grammar and vocabulary.
- Demonstrate proper vocal and nonverbal communication.
- Develop, ask, or answer questions while interviewing, being interviewed, or presenting information.

Each student will be a **Job Applicant** for a position at the **Company** (select a **company** with many entry-level positions for business students). Students will prepare an email requesting an interview and follow up after an interview. Students will participate in one or more telephone, face-to-face, or video interviews.

Each student will complete an **Interview Plan**. Some students will be selected/volunteer to be **Human Resource Assistants** and **conduct preliminary interviews** with job applicants.

All students will **provide feedback** to the individuals (Job Applicants/HR Assistants) using the **Mock Interview Peer Evaluation** form.

Your instructor will review the feedback from your peers, the video of your interviews, your interview correspondence, and your overall participation in the project. Review the grading **Interview Project Grading Rubric** for assessment criteria.

INTERVIEWEE ROLE – JOB APPLICANTS

You will participate in mock interviews for a position with the **Company**. Your class peers will role play as HR representatives. You will research the company, apply for a position, participate in preliminary interviews, send interview thank yous, and evaluate the interview skills of the HR representatives.

PLAN FOR THE INTERVIEWS

1. Research the **Company's** web site and find a job opening for which you are qualified.
2. Send an email to the HR representative(s). *See schedule.*
 - Copy your instructor on the email.
 - Include the **Company** name and position in your subject line.
 - Summarize your major qualifications and ask for an interview.
 - Include a link to the job description in your email.
 - Attach a resume if desired (*not a graded component for this assignment*).
3. Review the interview resources available and practice answers to sample questions.

PARTICIPATE IN THE INTERVIEWS

1. Participate in 1) **telephone**, 2) **video**, and/or 3) **face-to-face interviews**.
 - HR representatives will have one employment interview as a job applicant.
 - All other students will have two interviews as a job applicant.
2. Dress in clothing appropriate for the job for which you are interviewing. At a minimum, you would wear dress slacks and a dress shirt even if interviewing for a clerk or laborer position.

3. All interviews will be during class time. Wait in the designated area until time for your interview.
4. Follow the guidelines for telephone, video, or face-to-face interviews.
 - **Telephone:** Bring your cell phone. Dial XXX.XXX.XXXX (instructor's office phone) and ask to speak with the HR representative conducting the interviews for the **Company**.
 - **Video:** Enter the video conference room, test audio/video, and wait for a call from the HR representative.
 - **Face to Face:** The HR representative will come to escort you to the interview room.
5. Introduce yourself and the position for which you are applying.
6. Answer the interview questions following the guidelines discussed in class.
7. Be prepared to ask questions as the job candidate.
8. Complete the **Interview Follow-up Activities**.

INTERVIEWER ROLE – HUMAN RESOURCES ASSISTANTS

Your class peers will role play as applicants for entry-level positions with the **Company**. You will research the **Company** so you can effectively role play as Human Resource Assistant, complete the **Interview Plan**, conduct interviews of approximately six (6) minutes, and evaluate the applicants.

PLAN FOR THE INTERVIEWS

1. Research the **Company web site** so you are familiar with positions available.
2. Review the **interview handouts/resources** and complete the **Interview Plan**. *All students even those not selected as HR Assistants complete the Interview Plan.*
3. Review the **email applications** and **job postings** from the job applicants.

CONDUCT THE INTERVIEWS

1. Dress appropriately; at a minimum, managers wear dark slacks with a dress shirt.
2. Conduct three or four interviews by 1) telephone, 2) video, and/or 3) face-to-face
 - **Telephone:** Come to the instructor's office, XXXX, and answer the telephone as though you are working in HR for the **Company**. *If you receive an unrelated call, ask the person to call back and indicate you are completing a class assignment.*
 - **Video:** Dial the video conference room at XXX.XXX.XXXX.
 - **Face to Face:** Secure the candidate from the waiting area.
3. Conduct the interviews.
 - Greet the applicant, introduce yourself, and verify the position for which the applicant is applying.
 - Ask the questions you have prepared; adjust if the candidate has covered a question.
 - Close the interview in approximately six (6) minutes. You may not have time for all questions.
4. Complete the **Interview Follow-up Activities**.

INTERVIEW FOLLOW-UP ACTIVITIES - ALL STUDENTS

1. Before you leave, complete and submit the **Interview Evaluation Forms**.
2. Before you leave, submit the **Interview Plan**.
3. Within 24 hours, send a personalized **email thank you** to the HR representative(s).
 - Copy your instructor in the email; include "Thank You" in the subject line.
 - Reintroduce your major qualifications and interest in the position.