

Practice Interview Assignment

Assignment Purpose:

A well-crafted resume and cover letter will help students to receive job interviews, but a strong interview is what will get them the job. Performing well in an interview takes intentional practice. This assignment aims to provide students with an opportunity to build interview skills through practicing responding to a virtual interviewer.

NACE Career Readiness Competencies this project covers:

Communication: Students will practice clearly and effectively expressing themselves within a professional setting, reinforcing valuable skills necessary for successful interviews.

Technology: Students will build an understanding of how virtual resources can be used to support their career development.

Assignment Directions:

For this assignment, students will attend a virtual interview using the platform [Big Interview](#).

There are multiple ways that an assignment can be constructed. One way is for students to choose to practice an interview in a specific industry or by job title. After students log on and click "Interviews" and then "Practice Sets" they will be able to choose the opportunity that they would like to practice interviewing for. Students will record their answers to each of the questions and save them. To verify that a student has completed the assignment, they should send you the recorded videos by clicking the following path: "Interviews" → "My Videos" then select the videos they would like to share and click "Actions" → "Share". Students can copy a link to their videos which can be sent to your email address.

Another way to use the platform is to develop a standardized set of questions for students to respond to. To prepare the assignment for the students, as the instructor, log-into Big Interview and click "add new assignment". Specify the settings including due date and who can view the videos. Identify which questions you would like the students to answer and invite the students in your class to complete the assignment. To verify that a student has completed the assignment, return to the assignment on Big Interview and view the recorded videos and provide feedback.

Faculty Resources:

To increase your knowledge of interviewing, we recommend completing the [day seven Career Champion Module](#). This module provides up-to-date research and advice on perfecting an interview. We also offer [interviewing tips for answering behavioral questions](#) and [sample questions](#) on our website that you can integrate into your assignment or lecture.

A rubric to evaluate the student's performance is provided on the following page.

Students are welcome to use Big-Interview as often as they would like to further develop their interview skills even after completing class assignments.

	Emerging (1 point)	Developing (2 points)	Proficient (3 points)	Advanced (4 points)
Professional Dress	Dress was inappropriate and/or unkempt	Dressed in a casual manner (revealing blouse, open collar/no tie); fairly neat	Dressed in a professional manner (skirt/blouse, dress pants/blouse, shirt and tie); Generally neat and well-groomed	Dressed in a highly professional manner (suit, sport coat, tie, dress); Neat and well-groomed
Eye Contact	Limited or no eye contact; seemed disengaged with topic and/or listener	Intermittent or inconsistent eye contact; conveyed non-interest in the topic and/or listener; did not seem confident of interactions with the listener	Appropriate, fairly consistent and natural eye contact; generally conveyed interest in the topic and listener; showed good level of confidence in interacting with listener	Sustained, appropriate and natural eye contact; conveyed interest in the topic and the listener; showed confidence in interacting with the listener
Body Language & Gestures	Body language conveyed disinterest and /or extreme nervousness; slouched or moved nervously throughout the interview; no gestures or exceptionally distracting ones	Body language was difficult to interpret (nervous and/or too casual); sat upright at times, and slouched at others; extraneous movements detracted from responses; gestures were limited, unnatural and/or stiff; distracting hand and/or facial movements	Body language conveyed interest in responding; sat upright; seemed fairly natural most of the time; hand and facial movements were generally natural and emphasized key points	Body language conveyed eagerness to respond; sat upright in alert manner; seemed natural and at ease; hand and facial movements were natural and emphasized key points
Listening	Answers did not reflect an understanding of the questions or answered an unasked question	Answers reflected a partial understanding of the questions	Answers reflected a general understanding of the questions; may have missed a detail	Answers reflected an explicit understanding of the questions asked
Speaking (HOW the student says it)	Nervous; little confidence, if any; not articulate; no use of professional language; responses riddled with "um's, uh's, er's," etc.; redundant phrases	Spoke in a somewhat nervous manner; lacked confidence; inconsistent use of professional language; many "um's, uh's, er's," etc.; some redundant phrases	Spoke articulately most of the time; used a good amount of professional language throughout responses; some 'um's uh's, er's," etc.; few redundant phrases	Spoke clearly, articulately, and confidently. Used professional language throughout responses; no "ums, uh's er's," etc.; no redundancy
Integrating (WHAT the student says)	Failed to integrate knowledge, content or experiences; inaccurate and/or incomplete responses; listener was confused	Integrated some knowledge, content or experiences; responses were somewhat rambling or missing details; listener needed to clarify responses	Integrated knowledge, content or experiences in a generally organized and accurate manner; invited response from the listener	Fully integrated knowledge, content and experiences in an organized, accurate and detailed manner; engaged listener with unique answers
Total Points				

Comments: _____

Emerging (6-10 points)

Developing (11-15 points)

Proficient (16-20 points)

Excellent (21-24 points)