

ING2 ORAL ASSESSMENT 1 JOB INTERVIEW

As part of your oral assessment this year, you are required to simulate a job interview for the post that you applied for in your first written assessment. Your interviews will take place on 30th September and 7th October.

Organisation

Work in pairs. Each pair must simulate **two job interviews** in which one student will play the role of the interviewer and the other will play the role of the candidate (and vice-versa).

Each interview must last **7 minutes**, from the moment the candidate enters the interview room to the moment he/she leaves. **Practice your interview to make sure you respect the timing. NB: Your teacher will act as a 2nd ‘interviewer’ during the interview, so you need to anticipate for his/her questions as well!!**

The interviews must be as **realistic** as possible (no comedy interviews, please!), and must **respect the formal interview protocol** in terms of dress code, opening greetings and leave taking. **NB: You must include both “qualifications” and “behavioral” questions during the interview** (see “Successful Interviewing” document on AREL for examples of these).

Assessment

NB: in each interview, **only the candidate’s performance will be marked**, not that of the interviewer. However, the interviewer should nonetheless play his/her role as realistically as possible, in order to enhance the candidate’s performance.

Candidates will be assessed on the following points:

First impression (2 points)

- Is the candidate appropriately dressed, well-mannered and positive? (2 points)

The interview questions (8 points)

- Does he/she know about the company? (2 points)
- Does he/she relate his/her experience, skills and achievements to the position? (2 points)
- Does he/she develop his/her answers effectively? (2 points)
- Does he/she have any pertinent questions for the interviewer? (2 points)

Body language (2 points)

- Is the candidate properly seated? (1 point)
- Does he/she display any nervous gestures? (1 point)

Verbal and linguistic skills (8 points)

- Does the candidate sound convincing? Does he/she convey enthusiasm? (2 points)
- Does he/she speak fluently, with accurate grammar, vocabulary and pronunciation? (6 points)

TOTAL MARKS: 20

Please bear in mind that the aim of this exercise is not only to assess your English-speaking skills but also prepare you for an important and necessary experience in life – the job interview! Rehearse your interview before the assessment. The more practice you get, the better you will perform on the big day!