

Simulation about Effective Interviewing Skills

Prepare and present a simulation about possessing effective interviewing skills.

Description

1. Prepare a five-minute simulation about possessing effective interviewing skills. In the simulation (write, edit, practice, and present), include:
 - a. A description of possessing effective interviewing skills (steps and/or components).
 - in narrative form (by a narrator) or
 - in dialog (by conversation during the simulation)
 - b. A role-play acting out examples of the steps and/or components of possessing effective interviewing skills.
 - c. A visual display (diagram or graphic) of the steps and/or components of possessing effective interviewing skills.
 - d. Recommendations for how to better use effective interviewing skills.
 - in narrative form (by a narrator) or
 - in dialog (by conversation during the simulation)

Submit: Simulation (description, role-play, diagram or graphic, recommendations).

Estimated Hours: 3.0

Specific Grading Criteria

- Simulation includes a description of the components and/or steps of possessing effective interviewing skills.
- Simulation includes a role-play or examples of the components and/or steps of possessing effective interviewing skills.
- Simulation includes a visual display of components and/or steps of possessing effective interviewing skills.
- Simulation includes recommendations for how to better use effective interviewing skills.
- Simulation includes quality presentation skills (organization, pace, volume, clarity, etc.).

General Grading Criteria

- Assignment is completed on time and as assigned.
- Directions are followed as they were given and intended.
- Written work is neat, orderly, accurate, and complete.
- Mechanics are correct (spelling, punctuation, grammar, capitalization).

Productivity Skills

- Simulation is prepared using technology.
- There is clear evidence of workmanship in preparing the simulation.

This is a sample page from
Planning for Success
 part of the *Life & Employability Skills* series of manuals
 published by TEN SIGMA
 1.800.657.3815
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Main Standard Assessed

Workplace Skills, Standard 5: Have a plan for succeeding in life.

E. Possess effective interviewing skills.

Other Standard Assessed

Simulation about Effective Interviewing Skills

Student Name: _____ Date: _____

Specific Grading Criteria	12	9	6	3	0
Simulation includes a description of the components and/or steps of possessing effective interviewing skills.					
Simulation includes a role-play or examples of the components and/or steps of possessing effective interviewing skills.					
Simulation includes a visual display of components and/or steps of possessing effective interviewing skills.					
Simulation includes recommendations for how to better use effective interviewing skills.					
Simulation includes quality presentation skills (organization, pace, volume, clarity, etc.).					

General Grading Criteria	4	3	2	1	0
Assignment is completed on time and as assigned.					
Directions are followed as they were given and intended.					
Written work is neat, orderly, accurate, and complete.					
Mechanics are correct (spelling, punctuation, grammar, capitalization).					

Productivity Skills	Yes	No
Simulation is prepared using technology.		
There is clear evidence of workmanship in preparing the simulation.		

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"Goes Beyond" Criteria	12	9	6	3	0
Creativity, extra effort, depth, higher thinking, understanding (specify)					
	Total Points				