**Unit Two Summative Evaluation**

**Project: Mock Interview**

**Throughout the job search unit, you have learned how to create an effective resume, cover letter, and how to give an effective interview. Use this knowledge to complete the following;**

1. **Create a good copy of your resume and cover letter, targeted to the employer you chose at the beginning of the unit.**
2. **Prepare a realistic interview script for an interview for this job.**
3. **Present your mock interview, with a partner acting as the hiring manager. Use costume, setting and props to create a realistic skit.**

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| **N/A (0-50%)** | **Level 1 (50-59%)** | **Level 2 (60-69%)** | **Level 3 (70-79%)** | **Level 4 (80-100%)** |
| **Presentation**  **/10** | **In character at times**  **Little idea what the interview is for, few details specific to the job opening** | **In character; some knowledge of how to behave in an interview**  **Fair idea what the interview is about, incorporates some specific details** | **In character; good knowledge of how to behave in an interview**  **Clear on what the interview is for, incorporates many details specific to the chosen job opening** | **In character; excellent knowledge of how to behave in an interview**  **Very clear on what the interview is for, consistent use of details specific to this job opening** |
| **Resume, Cover Letter, Interview Script**  **/10** | **Some prepared interview questions, not highly realistic**  **Some correct formatting and content** | **5-8 prepared interview questions, somewhat realistic**  **Format and content briefly explain skills and experience** | **8-10 prepared interview questions, fairly realistic**  **Format and content match class lessons; give a correct and detailed outline of skills and qualifications** | **10 prepared interview questions, highly realistic**  **Format and content match class lessons; give a thoughtful and detailed outline of skills and qualifications** |

**Career Portfolio: Job Search Skills**

**Throughout this unit, you have taken notes on job search skills and have produced a rough copy and a final copy of your resume and cover letter. You have also written a thank you note, and evaluated mock interviews for your peers. Ensure all work in your portfolio has been thoughtfully completed. It will be graded as follows:**

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| --- | --- | --- | --- | --- |
|  | **Level 1 (50-60)** | **Level 2 (60-70)** | **Level 3 (70-80)** | **Level 4 (80-100)** |
| **Knowledge /10** | **Most notes are nearly complete** | **All notes are nearly complete** | **All notes are complete** | **Are notes are thoroughly completed** |
| **Thinking /10** | **Notes convey some thoughtfulness** | **Notes convey fair thoughtfulness** | **Notes convey good thoughtfulness** | **Notes convey excellent thoughtfulness** |