**Speaking Test 2- Pairs Job Interviews (100 points)**:

1. **You will:**

* Interview a person for a position at your company (or any group’s company from the project).
* Be interviewed by someone for a position at one of the companies (your choice)
  + You must know about the company for your answers

1. **You will be graded on:**

**Interviewee (Job Seeker)**

1. Comprehension of the ideas/questions from the interviewer (2 points)
2. Giving appropriate answers to questions (6 points)

* includes showing knowledge of the company/position

1. Asking appropriate questions (2 points)
2. Fluency (smooth comfortable speech) (2 points)

**Interviewee (Job Seeker)**

1. Leading the interview and following the common procedure (2 points)
2. **Interview Procedure (all stages initiated by interviewer):**
3. Greeting and Introductions
4. Small talk (some question about how he/she got there, the weather, etc.)
5. Interviewer should ask 3 common interview questions (teacher will choose during the test)
6. Interviewee should ask at least 2 common questions about the job/company
   * Interviewer can make up an answer or tell them they will get back to them later with an answer)
7. End Interview with interview decision information
   * “We will make a decision and contact you by next Tuesday.”
8. Good-byes

1. **Job Seeker: You will be asked 3 questions from the following list:**

(the teacher will give the 3 questions to the interviewer just before starting)

1. Why should we hire you?
2. What qualifies you for this position?
3. Why are you the best candidate for the job?
4. What would you bring to the position?
5. Why do you want to work for us?
6. What interests you about this job?
7. What is your greatest strength and your biggest weakness?
8. What are you two biggest strengths?
9. What do people often criticize you about?
10. How would you describe yourself?
11. Which adjectives would you use to describe yourself?
12. What makes you want to work hard?
13. What motivates you?
14. Tell me about your educational experience.
15. What skills did you develop at university?
16. What do you do like to do in your spare time?
17. What are some of your hobbies and interests?
18. **You must ask 2 questions from this list:**
19. What are the most/least enjoyable aspects of the job?
20. You mentioned that the job would involve a lot of ***researching***. Could you tell me what your most successful employees find most satisfying about this part of the job?
21. What are the most important issues that you think the organization faces?
22. Could you tell me more about the training opportunities you offer?
23. Could you tell me how performance is measured and reviewed?
24. Would there be a chance for promotion in the future?
25. Do you have any doubts about whether I am suited to this position?
26. What skills and experiences would make an ideal candidate?
27. What have you enjoyed most about working here?
28. Can you tell me about the team I’ll be working with?

**Grading:**

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
|  |  | **Categories** | | | | |
|  | Very unsatisfactory  1 | unsatisfactory 2 | Satisfactory 2.5 | Good 3 | Very good  3.5 | Excellent 4 |
| **Compre- hension of ideas and questions** | Didn’t understand anything | Understood very little | Understood some but not most | Understood some | Understood most | Perfect understanding |
| **Fluency** | Could barely speak English | Speech was very slow, stumbling, nervous, and uncertain, except for short or memorized expressions. | Speech was slow and often hesitant and choppy. Most sentences were incomplete. | Speech was sometimes slow, hesitant and choppy. Some sentences were incomplete | Speech was mostly smooth and steady. Most sentences were complete | Pronunciation was very clear and easy to understand and speech was smooth, speaking at close native speaker-like speed |
| **Appropriate questions and answers** | Didn’t know any of the interview language or how to use it | The student asked few appropriate questions and gave few appropriate answers for a job interview, using little of the language learned in the class | The student asked few appropriate questions and gave few appropriate answers for a job interview, using little of the language learned in the class | The student asked some appropriate questions and gave some appropriate answers for a job interview, using some of the language learned in the class | The student mostly asked appropriate questions and gave appropriate answers for a job interview, using a lot of the language learned in the class | The student mostly asked appropriate questions and gave excellent answers for a job interview using a lot of the language learned in the class |
| **Appropriate language** | The student purposefully used inappropriate language | The student used mostly inappropriate language | The student’s language was mostly casual and sometimes professional | The student’s language was sometimes casual and sometimes professional | The student’s language was sometimes casual but mostly professional | The student used only appropriate language |
| **Followed the Procedure** | The student didn’t know what to do | The student mostly didn’t know the steps of the interview | The student knew some, but not many of the step of the interview | The student knew some of the step of the interview | The student knew most of the steps of the interview | The student understood the procedure perfectly |

*Points = (score/20) \* 100*

*Absence for a Speaking Test: You must contact me to schedule a make-up. Unexcused absence = - 30%*