**Job Fair Rubric**

**Resume and Interview Process**

**Comm/App**

**2011-2012**

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**Instructions:** We are going to create a job fair in Comm/ App. You will be both an interviewer, and a prospective employee. You will be creating companies, interviewing candidates for positions with your company, and spending a class period as a job seeker. You will develop a resume, create questions for an interview with a team, and conduct interviews as a team. You will name your company, and be expected to participate in the interviewing process as a group.

**1. Resume – 100 pts. To be completed in class**

Resumes will be created in the library. You are to print off 6 copies of your resume when completed, one for each “company” you will interview with, one for yourself and one for me. ☺ They are to include all components as covered on the power point, (see your notes).

**2. Forming your company and interviewing candidates – 50 pts.**

**Job candidate evaluations – 50 pts.**

**Forming of companies and question prep to be completed outside of class. Interviews will be completed in class.**

You will be assigned to work in a group of 3 people. You will want to:

a) Name your company

b) Determine what your company does

c) Outline what positions you are seeking to fill

d) Agree on and draft interview questions

You will be expected to assign different members of the group to ask specific questions while interviewing candidates. You will be assessed on how well you interview as a team. You may choose to assign group members a specific “office” that they hold in your company, and the questions they are assigned to ask can be delivered from that perspective. Each member of the group will score each job candidate on a prepared score sheet you will be given, and each of you will be responsible for completing it and turning it in.

**3. Job Candidate – 100 pts**

**Preparation = 50 pts**

**Peer Group Assessment = 50 pts**

You will be expected to come to the job fair appropriately dressed for an interview, with a copy of your resume. You will be expected to sit in the “waiting area” until you are called to begin the interviewing process. You will be assessed on your performance and level of preparation, dress, resume and professionalism, as well as other factors covered in the power point presentation. (See your notes.) You will also be responsible for completing a peer assessment for each group that interviews you.

**Extra Credit**

100 points of extra credit may be earned by your group if you:

* Create a display for your company with Company Name Logo and slogan to place in your interview area
* Have a title for each member of your group
* Participate as though you are an actual business
* Display professionalism

Job Fair will take place on:

**A Day Dec 12th and 14th**

**B Day Dec 13th and 15th**

**All evaluations and a copy of your resume will be due at the end of the last day of the job fair.**