



Hospitality Human Resource Management

QUIZ 2- "MOCK INTERVIEW"

This assessment is worth a quiz grade, (100pts) and has two parts.
You must complete both parts of the assessment, together as a team.
You will:

1. Take on the role of the interviewer for a position (50pts)
2. Take on the role of the interviewee (50pts)

You will be provided "characters" for both, however, if you wish to alter the descriptions, you must make note of them on the guidelines you are given.

This is a group activity, so make sure everyone on your group is on the same page, and is prepared.

Part A- Interviewing Panel

You will be conducting a panel interview for the vacant position. You need to act the position of interviewer and ask the questions relevant of that position.

Group member roles could include:

- Manager or General manager
- Executive Chef
- Sous Chef (or the position you are interviewing candidates for)
- HR manger
- (if you alter, please let your instructor know in advance so the other team can prepare accordingly)

Each member must:

- create (and then turn in) a minimum of three (3) questions relevant (or not) to what you need to know from the candidate
- Act the part of who are portraying (including dress and attitude)

The panel must:

- Have a logical order of events that will happen (before we start)
- Come to a quick decision of who you would hire and why (at the conclusion of the panel)

Part B- Job Candidate

You will be assigned a back story of your role. If you change or create a new character, let your instructor know so the other team can prepare accordingly. Make sure you are in character for this role including dress and attitude. (If you need to make cue cards for yourself, that is ok)

Each member must:

- Fill out a job application- as necessary (use real or fictitious information)
- Act the part of who are portraying (including dress and attitude)
- Answer the questions (or don't) that are asked to you

Each group will need about 15 minutes, to complete the assignment. Once you have done part A, you will switch and do part B, and vice versa.



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Each person must turn in:

1. Their three (or more) interview questions
2. Their assigned role sheet (with alterations noted as necessary)
3. The completed (as assigned) application
4. Any cue cards

Staple or paper clip these papers together with your real name on them and turn in at the end of class.

Grading Rubrics

Mock Interview – Interview Team	50 points
Student was prepared with interview questions	10 pts
Interviewer identified red flags on applications/ from interviewee	10 pts
Interviewer utilized open ended questions	10 pts
Interviewer presented a realistic job preview	10 pts
Team presented a logical hiring decision	10 pts

Mock Interview – Applicant	50 points
Applicant was prepared with proper application/ resume	10 pts
Applicant assumed the role as assigned	20 pts
Applicant gave appropriate answers to questions	20 pts

Bickering, lack of participation or professionalism from any team member can result in a deduction of points.