**Year 10 Introduction to Accounting and Finance**

**Assessment Task 4A/4B**

**Worth 30%**

**Part 4A – 15%**

Over the past few weeks we have been learning how to write our own resumes and cover letters. You will be assessed on how well you have listened to the instructions and tips for resume/cover letter writing and whether you can produce your own acceptable job application for once you leave school. You have the option of applying for one of 3 different positions, posted on the web page here:

<http://yr10iaf.weebly.com/assessment-task-4.html>

Part A requires you to apply for a real time job position by submitting a resume and cover letter. Once submitted, marked and returned back to you, you have the option of applying for the job in real life. Part A is due on Thursday of Week 8.

**Part A Resume & Cover Letter Marking Guide**

|  |  |  |
| --- | --- | --- |
| **Resume:** | **Marks** | **Comments** |
| Structure   * Name and basic contact information present * Career objective/summary of qualifications * Lists work experience and/or education in reverse chronological order * Skills/qualifications identified * Provides 3 references | **/5** |  |
| Formatting   * Uses a simple, readable format * Uses reasonable margins and line spacing * Sections are organised clearly * Uses readable font size and type * Appropriate use of boxes, lines or borders * Resume format is consistent throughout * Overall appearance is eye-catching * Appropriate use of text alignment | **/8** |  |
| Language   * Appropriate use of power/action words * Uses formal language * No spelling/grammatical/syntax errors * Avoids clichés/cliché phrases | **/4** |  |
| **Cover Letter:** | **Marks** | **Comments** |
| Structure   * Uses appropriate 1-page letter template * Dated and signed * Has an appropriate introduction, body and closing comments | **/3** |  |
| Formatting   * Uses reasonable margins and line spacing * Uses readable font size and type * Appropriate use of text alignment | **/3** |  |
| Language   * Addresses key criteria of the job description * Expression is formal, eloquent and engaging * Uses key words mentioned in the job advertisement * No spelling/grammatical/syntax errors * Paragraphs are no more than 4 sentences long * Uses power/action words effectively * Evidence of further research into the company/organisation | **/7** |  |
| **Total Marks** | **/30** | **Grade:** |

**Part 4B – 15%**

After the submission of Part A, we will workshop how to successfully and confidently perform in an interview situation in the event you progress to the interviewing stage of real job applications. We aim to prepare you for what often happens during interviews, including making you aware of common questions asked. You will be expected to prepare and practice for the interview as if it were real.

Part B involves a round of practical interviews with various teachers (professionals/experts in their various fields) acting in the role of prospective employers. All interviews will be conducted on the Tuesday and Thursday of Week 10. Students will be given a time sheet in which they put down their preferred day and time slot for the interview. Each interview will last for a maximum of 10 minutes.

**Part B Interview Marking Guide**

**Interviewer:** Cheng / Collins / Donnelly / Chen **Student:**

|  |  |  |
| --- | --- | --- |
| **Category** | **Marks** | **Comments** |
| 1. **Resume**  * Brings printed copy of resume | **/1** |  |
| 1. **Appearance and Manner**  * Punctual * Dressed appropriately for position applied * Confident and calm * Makes eye contact * Formal greeting/farewell with handshake * Good posture | **/6** |  |
| 1. **Skill Presentation**  * Addresses the content of each question clearly **(see interview scoring sheet)** * Demonstrates the ability to persuasively “sell” relevant skills * Appears prepared and knowledgeable about the position applied for * References items on the resume * Provides honest and straightforward responses | **/5** |  |
| 1. **Delivery and Language**  * Uses formal language and enunciated responses * Maintains professional and mature manner throughout interview * Is courteous and demonstrates polite manners * Avoids distracting mannerisms/phrases (“ums”/”ahs”, fiddling, interrupting, hair twirling) * Establishes rapport with interviewer | **/5** |  |
| **Would this person be suitable for the job?** Yes/No | **/3** | If yes, add 3 marks |
| **Total Marks** | **/20** | **Grade:** |

Interview Scoring Sheet

|  |  |  |  |
| --- | --- | --- | --- |
| **Applicant:** | | **Job:** | |
| **Interviewer:** | | **Date/time:** | |
| Question: | Subject Matter: (circle question asked) | | Score: (circle) |
| 1 | About:   1. Tell me about yourself. 2. Why should we hire you and not anyone else? 3. Why are you interested in this position? 4. What are your career goals? What are your plans for the future? 5. What do you know about our company/organisation? | | **1 2 3 4 5** |
| 2 | Strengths/weakness:   1. What are some of strengths and weaknesses? 2. What do you consider to be your greatest accomplishment? 3. Provide an example of how you learnt from a mistake and improved on it. | | **1 2 3 4 5** |
| 3 | Skills and Expertise:   1. Why do you believe you are qualified or suitable for this position? 2. What skills or qualifications can you offer our company/organisation? 3. This job requires a lot of skill in [describe]…how do you propose implementing these skills to further the objectives of the company? | | **1 2 3 4 5** |
| 4 | Applied Problem Solving:   1. Describe a problem that you faced at school or work and how you overcame it 2. Can you describe a situation in which you took your own initiative? 3. If this scenario [describe problem] happened in the work place, what would you do? 4. One of our biggest problems is [describe]…what has been your experience with this? | | **1 2 3 4 5** |
| 5 | Communication:   1. How have you demonstrated effective team work in school/work? 2. What is your policy on mobile phone use during work hours? 3. Deadlines, pressure, frustrations and difficult people make a job difficult. How do you handle these situations? | | **1 2 3 4 5** |
| 6 | Conflict resolution:   1. How would you respond in a dispute with a colleague or employer? 2. In all jobs, following the direction of your leader/line manager, and adherence to the employer’s policies are important – how have you demonstrated this at work/school? | | **1 2 3 4 5** |
|  | **Total Score:** | | **/30** |