

Job Interview Assignment

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This job interview assignment as a four-part exercise.

Class One. Each student must draft a resume. Read and hand out, the attached article on resume writing. I will post a “Help Wanted Ad: to hire three CEO’s for three of the classes’ CEO positions (the fourth or more positions will be at large bids). These applicants must submit a resume and cover letter.

Class Two: Based on submitted Resumes, I will spend the next class period, interviewing the candidates. The class will act as the Employer, asking questions of each candidate, one at a time. I will act as moderator, selecting questions and follow-up questions.

Class Three: The class will rank order the CEO candidates, and the top three will be hired to form corporations within the class. The CEO’s will draft “help wanted” postings, and Mission Statements for their Corporations. These corporations will work on Group and Individual writing assignments and projects, which include teaching a class, board meetings and advertising campaigns.

Class Four: The CEOs will interview class members to join their corporations.

Class Five: The CEOs will interview class members to join their corporations.

Class Six: Draft Day: This is much like the National Football League’s draft (and is also like choosing teams for pickup softball).

A Corporation may trade for players, work on joint ventures, and/or vote no confidence and change CEOs. Mergers, acquisitions and/or dissolution are also possible. Each employee must participate in projects and perform individual writing assignments. Each paper section must be written by an individual, whose name must appear in one box. Each employee must speak and present information at each presentation and project. Each employee must work in a corporation at all times, and they may form new corporations and/or partnerships at their choosing. Each corporation must file a weekly progress report detailing what each employee and department is doing.