

Sample Assignment

Big Interviewing with Peer Review

Objective:

Students will learn the fundamentals of answering interviewing questions while handling a controversial question regarding the new health care system. The questions will be critiqued by the instructor and a peer.

Learning Outcomes: Prepare professional quality communication materials targeted at a specific audience.

Directions:

NOTICE: This assignment requires a computer with internet access with a WEBCAM. Mobile, tablets, and other devices can be used IF you can access FLASH.

- Complete the online interview
 - Big Interview [<https://fresnostate.biginterview.com/>]
 - “Public Health Class 135”
 - 7 Questions
- Share access address to partner and instructor
- Review and Critique partners interview
- Complete the Interviewing Rubric

Step #1: Go to www.fresnostate.edu/careers

Step #2: Click on BIG INTERVIEW icon (right hand side)

Step #3: Click on “Register” and validate account by using your Fresno State email

Step #4: Fill out the Contact/Login Information

Step #5: Once logged into Big Interview, locate the “Dashboard” tab (top, left hand side)

- Click on “Practice an Interview” (left hand side)
- Click “Custom Sets” tab (top center)
- Choose “Public Health Class 135”

Step #6: You will see 2 boxes

- Click “Play” under the first box “Interviewer” and listen to the question
- Click the left box “Candidate” record button to record your answer via webcam
 - Once you record you have 3 options: Save, Play, or Redo
 - Click “Save” to save your answer
 - You can view your answer by clicking PLAY – but then you will need to SAVE afterwards
 - You can redo your answer if you feel you need another chance. There is no limit on the number of times you can redo your answer
- Remember to SAVE PROGRESS before going to the next question
 - Click on the “Next Question” tab to move forward

Step #7: Once you have answered and saved all 7 questions

- Click the “MY TOOLS” tab on the top and choose “MY VIDEOS”
- Select the videos for the class assignment and click “SHARE SELECTED”
- You will receive a web address that you will share with your partner and instructor
- The address you send them will allow the individual to view your interview without logging into an account
- They will have 2 boxes: (1) Question being asked and (2) Your recorded answer

Step #8: Once you receive your partners address

- View the videos
- Critique their answers using the ‘Interview Rubric’ located in Blackboard
- Remember to fill out the “Comments” section on the back page to justify your grading

Grading/Rubric:



Interview Rubric (short)

TOTAL SCORE ____ /30

Interviewee: _____
Reviewer: _____

	Criteria	Consistently <i>concept understood & regularly applied</i> 5 - 6	Often <i>concept applied sporadically</i> 3 - 4	Occasionally <i>concept unclear or rarely applied</i> 1 - 2	Score
Verbal communication skills	<input type="checkbox"/> Spoke clearly and articulately in a positive manner <input type="checkbox"/> Demonstrated confidence in knowledge <input type="checkbox"/> Used professional language <input type="checkbox"/> Controlled verbal fillers (e.g. "um", "uh", and "like") <input type="checkbox"/> Used tone of voice that reflected enthusiasm				
Listening skills	Responses to questions were: <input type="checkbox"/> Direct: specifically addressed the question asked <input type="checkbox"/> Concise: focused on the question asked <input type="checkbox"/> Answers reflected an understanding of the question asked				
Non-Verbal communication	Appeared engaged, poised and composed: <input type="checkbox"/> Body language conveyed appropriate level of eagerness to respond <input type="checkbox"/> Sat in an upright manner; seemed natural and at ease <input type="checkbox"/> Appropriate and consistent eye contact <input type="checkbox"/> Gestures were appropriate				
Ability to communicate value of prior experience	Articulated the value of previous experiences through concrete examples, such as: <input type="checkbox"/> Academics (classwork), and/or <input type="checkbox"/> Work/Internships/Practicums, and/or <input type="checkbox"/> Volunteer service, and/or <input type="checkbox"/> Extra-curricular activities <input type="checkbox"/> Connected background and skill sets, including transferable skills, to position/industry				
Preparation and interests	<input type="checkbox"/> Demonstrated an understanding of and interest in the position/company/industry <input type="checkbox"/> Was prepared for the interview: ___ Demonstrated research ___ Appropriate attire ___ Understood types of interview questions <input type="checkbox"/> Reaffirmed interest in the position and reviewed fit between strengths and the position <input type="checkbox"/> Asked thoughtful and relevant questions of the interviewer				

Comments:

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