

**MWL101**  
**Trimester 1, 2017**  
**Assignment 3 – My Application**

<b>DUE DATE AND TIME:</b>	10am, Wednesday 7 June 2017
<b>PERCENTAGE OF FINAL GRADE:</b>	50%
<b>HURDLE DETAILS:</b>	No Hurdle
Word limit:	2500-3000 +/- 10%
Feedback:	This Assessment is your final assessment for this unit. Results and feedback will be released when final unit results are released.

**Learning Outcome Details**

<b>Unit Learning Outcome</b>	<b>Graduate Learning Outcome</b>
ULO1: Develop a personal action plan within the context of 21 <sup>st</sup> Century career opportunities	GLO 6 Self-management
ULO2: Understand the role and importance of communication within organizations	GLO 2 Communication

The aim of this assignment is to assist you in the preparation of an effective application to secure an internship or graduate role or dream career role and with that knowledge be in a position to apply for professional jobs in the future.

The assignment consists of four tasks:

1. Research and discuss the recruitment and interview process (10 marks)
2. Write your application (20 marks)
3. Prepare your interview materials using STAR framework and conduct your interview (10 marks)
4. Reflection (10 marks)

Full details of these tasks are contained below.

Refer to the marking rubric for details of how to show evidence of the ULOs in your assessment submission.

**Notes:**

In the process of applying for a job you will need to reflect on your current learnings, activities and skill development to demonstrate that you meet required selection criteria. You will also need to think longer term – over the duration of your course- about the skills and knowledge that is required for your 'dream position'.

You will also consider the recent changes in the recruitment, assessment and interview processes used in your target industry or career.

## Requirements

### Task 1:

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**Source your job/role (5 marks)**

**Research and discuss the recruitment and interview process (5 marks)**

**Suggested word count approximately 800-1000 words**

Find a work experience role or internship or job opportunity that closely matches your desired employment or career path in your selected industry. **This can be the job from Assessment 1 or a new job you have recently found.** Please include a copy of your job description at the end of this task.

Explain how this role matches your desired employment or career path and your goals.

Research the current trends and changes in recruitment and employability criteria in your selected industry. Discuss the impact this has had /may have on the application process for your selected job.

Research the impact that technology is having on the interview process and interview methods. Discuss how these changes may affect the interview process in your selected industry or job.

#### **Sites to explore for jobs:**

- Deakin Talent <http://talent.deakin.edu.au>
- Unihub <https://unihub.deakin.edu.au>
- GradConnect <http://au.gradconnection.com/internships/>
- Individual company websites vacation or intern programs (Deloitte, KPMG, EY, PwC, IBM, Dept Employment, Coles, BHP Billiton, Disney, Google, Microsoft; etc) (Don't forget that companies like Alibaba also offer internships for students with excellent Chinese)
- B&L WIL <http://www.deakin.edu.au/buslaw/enhance-study/internship>
- Graduate Opportunities <http://www.graduateopportunities.com/dates-info/application-dates/vacation-program/>
- Your own network

#### **Recommended Reading:**

- Cottrell, S (2015). Skills for Success, Chapter 10, **OR**
- Suggested readings on Cloud Deakin

**As a guide we would expect 4-5 good quality and current references for this section.**

## Task 2:

**Writing your application. Note that applications that are considered for the interview round must have NO spelling or typographical errors. They MUST address the criteria.**

**Suggested word count approximately 800-900 words**

**20 marks**

Prepare a **tailored** application for the internship or job or role that includes the following elements:

- A customised cover letter or statement of interest
- A resume, or equivalent (Maximum of 3 pages).

### Notes

#### A customised cover letter or statement of interest

The job that you have chosen may specify the required format of the cover letter or statement of interest. **Use the format specified by the job where required.**

- Cover letters are usually sent with emailed applications. (Maximum of 1 page, approx. 200 words)
- Statements of Interest are usually included as part of an online application. (200-400 words. See the examples discussed in your seminars).

Resources to help:

- <https://deakin.careercentre.me/CoverLetterBuilder>
- <https://deakin.careercentre.me/Resources/imodule/M5.aspx> (videos on writing cover letters/emails)
- Cottrell, S (2015). *Skills for Success*, Chapter 10, p293-295 OR
- Refer to **My Tools** in **Career Guru** for the business format and content elements that need to be included in the cover letter or statement (presentation, suitability for role, research of organization evident, engaging tone).



### Resume or equivalent

**Please note that you may be required to do an online application so prepare a document that addresses the required sections in the online document instead of the resume.**

The resume should be approximately 2-3 pages and address the selection criteria of the selected internship or job (this will be approximately 700 words).

You may use a resume describing your current experience, or one describing the experiences you expect to have at graduation.

For a resume, the key components will include:

- your name and email at the top of the application,
- a personal statement that highlights what you can bring to the organization,
- your key skills,
- your education highlights and achievements,
- your work and / or volunteer experience showing results or outcomes from your work (see pp.295-298 of Cottrell), and
- your interests.

Only include interests that are relevant to your skills development. You will need to attend the relevant seminars or work through the online material to make sure you cover all relevant material.

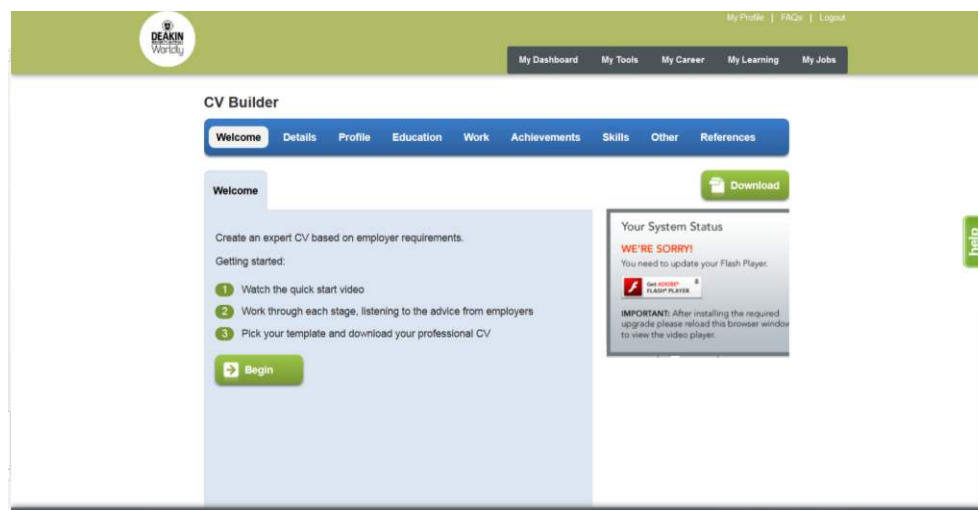
Use the STAR technique to effectively present your skills and capabilities.

For an online application there will be a series of questions or skills and attributes you will be required to write a response for. Prepare your responses using the required headings and use the guidelines on the website in terms of how much to write. The STAR technique can help you address each requirement more effectively.

Resources to help:

- Cottrell, S (2015). *Skills for Success*, Chapter 10, p293-295
- **Career Guru** provides resume templates you may choose to use

**Resume/CV builder** is available through **Career Guru**



### Task 3:

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**Prepare your interview materials using STAR framework and conduct your interview.**

**Suggested word count approximately 500-600 words**

**10 marks**

#### **Prepare your interview**

**5 marks**

Submit your job / internship / work opportunity Position Description to your interview panel (team members). Highlight three selection criteria that you consider are your strengths.

Using the 3 selection criteria prepare your notes using the STAR framework.

What skills and knowledge are expected?

- a. Send your internship or position description or job description to your interview panel members.
- b. Highlight three selection criteria that you believe are areas of strength for you.
- c. Prepare responses to the three selection criteria using the STAR framework (see below) **NOTE** – you **cannot** read your material in the interview.
- d. Select or prepare 3 questions you will ask in an interview (see the suggested questions in the online or seminar material). Why did you choose these questions?

Information on the STAR method will be covered in seminars. A very brief summary is included below as a reminder. STAR Technique – a strategy for answering behavioural questions.

Situation	(Briefly) describe a challenge you were faced with.
Task	What were you asked to do to overcome this challenge?
Action	What did you do? Logically explain the steps you took.
Result	What did you achieve? How was the challenge met? What did you learn? What would you do differently in the future?

#### **Undertake the interviews**

**30 minutes per team of three**

**5 marks**

1. The interview panel will include your team members and a member of the MWL101 marking panel.
2. For one interview you will be the interviewee. For the other interviews you will be a member of the interviewing panel.
3. Each panel member must have three questions to ask each interviewee; these should be different and should be tailored to the opportunity the applicant is interviewing for. Make sure as many of the key skills represented in the questions provided are covered; do NOT only ask questions about teamwork for example.
4. Interviewees will be invited as in a real interview. Remember you are being assessed from the moment you enter the room / virtual room.
5. You will have 5 minutes for your interview (per team member).

6. Use the STAR technique to answer behavioural questions.

7. Based on the application and interview, would you employ the applicant? Why?

If you have taken electronic notes, email each other your feedback. See notes for a template of peer assessment for in the document.

In the final seminar you will cover interview skills and providing constructive criticism. Please note that the ability to provide constructive criticism is an essential tool for teamwork and management.

### **Performance on the day**

On the day of the interview make sure you are well prepared and have given thought to the following:

- Try to appear confident and relaxed – preparation will help. Try to make eye contact with your panel.
- Even though interviews are fairly formal, try to communicate your enthusiasm and let your personality shine through.
- At the end of the interview you may be asked if there is anything you wish to add – this is your opportunity to draw attention to aspects that have not been covered.
- You will be interviewed by a panel.
- It is quite acceptable to ask for questions to be repeated if you did not hear or understand them. Think about responses carefully without having overly long pauses.
- Avoid 'yes' 'no' answers.
- Be polite, avoid interrupting and thank interviewers at the end.

If your team is attending an on-campus interview you also need to consider:

- Please come **dressed for a professional interview and arrive on time.**
- Bring your position description and your resume with you.
- Try to appear confident and relaxed – preparation will help. Smile, shake hands firmly, use people's names and speak clearly, not too softly, and make eye contact.
- Bring a recording device (i.e. digital recorder, smart phone) – a recording will help you self-evaluate your interview responses. **Ensure your storage is adequate!**

## Task 4:

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### Reflection

**Suggested word count approximately 400-500 words**

**10 marks**

#### **Reflection 1 (200-250 words) (5 marks):**

Reflect on your experience with the mock interviews. What did you do well, what areas could you have done better, did you answer the questions fully? What would you do differently in future interviews?

#### **Reflection 2 (200-250 words) (5 marks):**

Reflect on this unit and what you have learned about yourself and how this has influenced your career planning. What has changed since the start of the trimester? Consider what you have already done towards becoming job or career ready as a result of this unit.

Be sure to write your reflection using the DIEP model:

The DIEP model to help you formulate a comprehensive reflection on this activity:

- Describe
- Interpret
- Evaluate
- Plan

If you would like help on writing a reflective report, use the reflective writing resource on Deakin Sync. Please copy and paste the link below into your browser.

<http://www.deakin.edu.au/students/studying/study-support/academic-skills/reflective-writing>

## Submission

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Create a **business report** with the following:

- Title Page
- Contents page
- Introduction (include information about your desired role and why you chose the role in the introduction).
- Trends affecting recruitment and employability and interviews in your target industry or career sector.
- Your cover letter or statement of interest and your resume or application submission.
- Your interview preparation.
- Your Reflection.
- Your Reference List (6-7 references as a guide).
- Your appendices.

Your assignment can be in **Word** or **PDF** format. Submit your work in the Assignment 3 dropbox.

You must keep a backup copy of every assignment you submit, until the marked assignment has been returned to you. In the unlikely event that one of your assignments is misplaced, you will need to submit your backup copy.

Any work you submit may be checked by electronic or other means for the purposes of detecting collusion and/or plagiarism.

When you are required to submit an assignment through your Cloud Unit Site, you will receive an email to your Deakin email address confirming that it has been submitted. You should check that you can see your assignment in the Submissions view of the Assignment dropbox folder after upload, and check for, and keep, the email receipt for the submission

### **Late submission**

Extensions can only be approved by the Unit Chair (Assoc. Prof. John Lamp). Extensions can be granted for documented serious illness (not just on the day the assignment is due!) or for compassionate reasons under extenuating circumstances. Please include documentary evidence with your request. The unit chair will ask to see how much work has been completed before granting an extension.

Work or holiday reasons are NOT grounds for an extension – you are expected to manage these issues as part of your studies. You are strongly encouraged to start early and **to continually backup your assignment** as you progress. Computer crashes or corrupted files will NOT be accepted as valid reasons for an extension of any length.

For further information about Special Consideration, visit <http://www.deakin.edu.au/students/assessments/special-consideration>

### **Penalties for late submission**

The following marking penalties will apply if you submit an assessment task after the due date without an approved extension: 5% will be deducted from available marks for each day up to five days, and work that is submitted more than five days after the due date will not be marked. You will receive 0% for the task. 'Day' means working day for paper submissions and calendar day for electronic submissions. The Unit Chair may refuse to accept a late submission where it is unreasonable or impracticable to assess the task after the due date.

Late submissions can be submitted in the Assignment 3 dropbox up to 10am on the 12<sup>th</sup> June, 2017. Late penalties will apply.

### **Turnitin**

Students are strongly recommended to check originality through Turnitin, prior to submitting the final assessment. To gain access to Turnitin, submit your work in the DROPBOX. This will automatically submit your work to Turnitin. You can submit as many times as you like before the due date.

### **Referencing**

You **must** correctly use the **Harvard style of referencing** in this assessment.

### **Academic Integrity, Plagiarism and Collusion**

Plagiarism and collusion constitute extremely serious breaches of academic integrity. They are forms of cheating, and severe penalties are associated with them, including cancellation of marks for a specific assignment, for a specific unit or even exclusion from the course. If you are ever in doubt about how to properly use and cite a source of information, consult your



lecturer or the Study Support website <http://www.deakin.edu.au/students/study-support/referencing>

- Plagiarism occurs when a student passes off as the student's own work, or copies without acknowledgement as to its authorship, the work of any other person or resubmits their own work from a previous assessment task.
- Collusion occurs when a student obtains the agreement of another person for a fraudulent purpose, with the intent of obtaining an advantage in submitting an assignment or other work.

Work submitted may be reproduced and/or communicated by the university for the purpose of assuring academic integrity of submissions (<https://www.deakin.edu.au/students/studying/study-support/referencing/academic-integrity>)

### **Can I recycle my own work?**

Normally, Deakin students are not permitted to recycle their assessment work, or parts of assessment work, without the approval of the unit chair of their current unit. This includes work submitted for assessment at another academic institution.

**For Assessment 3 of Personal Insights, students may wish to reuse or extend parts of previously submitted work, from Assessment 1 and 2. If this your own work, then updating and improving your work for this Assessment is recommended. Do not copy someone else's material.**

### **Building evidence of your experiences, skills and knowledge (Portfolio)**

Building a portfolio that evidences your skills, knowledge and experience will provide you with a valuable tool to help you prepare for interviews and to showcase to potential employers. There are a number of tools that you can use to build a portfolio. You are provided with cloud space through OneDrive, or through the Portfolio tool in the Cloud Unit Site, but you can use any storage repository system that you like.

Remember that a Portfolio is **YOUR** tool. You should be able to store your assessment work, reflections, achievements and artefacts in **YOUR** Portfolio. Once you have completed this assessment piece, add it to your personal Portfolio to use and showcase your learning later, when applying for jobs, or further studies. Curate your work by adding meaningful tags to your artefacts that describe what the artefact represents