



ASSESSING MODULE 19.4: HUMAN RESOURCES MANAGEMENT

Practical Examination: Interview

Student Name: _____

Conduct a job selection interview with a candidate for the position of Restaurant Manager, using the list of questions you have prepared.

Grading Criteria	Mark Allocation (50% Pass Mark)					Mark
Candidate welcomed and made to feel at ease (getting to know each other)	1	2	3	4	5	
Reference is made to the CV of the candidate during the interview.	1	2	3	4	5	
Interview questions:						
Evidence of linking questions to the position advertised – Job Description included.	2	4	6	8	10	
Questions suitable to determine if candidate is suitable and a sufficient number of questions were asked.	2	4	6	8	15	
Questions left no room for an only yes/no answer.	1	2	3	4	5	
An attempt was made to make the interview as realistic as possible to a workplace situation.	1	2	3	4	5	
Clear evidence of good preparation for the interview - structured checklist of the introduction, body and the conclusion of the interview.	3	6	9	12	15	
The interview was conducted professionally.	1	2	3	4	5	
Effective communication was used throughout interview.	2	4	6	8	10	
Interview questions were strategic, and explanations thereof were concrete	2	4	6	8	10	
Questions Summary – at least eight interview questions included with justifications on why each question was asked and what responses would signify.	1	2	3	4	15	
TOTAL						

Signature Assessor 1: _____



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Practical Examination: Performance Appraisal

Student Name: _____

Conduct a performance appraisal interview with a peer on the areas of the employee's job you would be monitoring to determine how well he/she was doing the job (performance indicators).

Grading Criteria	Mark Allocation (50% Pass Mark)					Mark
	2	4	6	8	10	
Candidate was made to feel welcome and at ease throughout the session.	2	4	6	8	10	
Areas of performance that should be rated are clearly identified and detailed enough to ensure the performance is objective, and not open to interpretation. Sufficient areas are identified - (All four categories on PAF should be touched on).	4	8	12	16	20	
Areas rated linked to position advertised - Performance Appraisal Form included.	4	8	12	16	20	
Evidence that rating given to an employee reflects their performance.	2	4	6	8	10	
Performance Appraisal motivate and employees are recognised for the value and worth they bring to the organisation	2	4	6	8	10	
Future career goals/ambitions and career opportunities are mentioned/discussed.	2	4	6	8	10	
The interview was conducted professionally.	2	4	6	8	10	
Effective communication was used throughout interview.	2	4	6	8	10	

TOTAL		100
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Signature Assessor 1: _____