



DEPARTMENT OF INDUSTRIAL PSYCHOLOGY

ASSESSMENT SHEET: JOB SHADOW REPORT or INTERVIEW



STUDENT:	US NR:				
Exposure to an interview or job shadowing period?	Interview		Job Shadowing		
GENERAL CONTENT OVERVIEW					
	Poor	Fair	Good	Very good	NA / did not evaluate
❖ Company background & description of task					
❖ Recruitment					
❖ Selection					
❖ Training and development					
❖ Performance management					
❖ Remuneration Management					
❖ HR Research					
❖ Employment Relations					
❖ Personnel maintenance					

	Excellent (8-10)	Satisfactory (6-7)	Requires More Work (4-5)	Unsatisfactory (0-3)
Introduction 10	Excellent introduction. Clear statement of the job shadowing experience or interview. Provided comprehensive background of the organization.	Good introduction. States background of the job shadowing experience / interview. Gives adequate background of the organization.	Introduction is included but it does not give adequate information about the experience / interview / organization.	No link between introduction and main text, or no introduction whatsoever. Limited information about the experience / interview / organization.
Contents /30	Shows very good understanding and command of the assignment. Correct level of interpreting the information. Excellent critical assessment of the information gathered. Excellent presentation of own argument (followed the writing skills workshop guide)	Shows good understanding and addresses the assignment appropriately. Adequate level of interpreting the information. Satisfactory critical assessment of the information gathered. Satisfactory presentation of own argument (followed the writing skills workshop guide)	Displays limited understanding of the assignment. Inappropriate level of interpreting the information. Limited critical assessment of the information gathered. Unconvincing presentation of own argument (did not follow the writing skills workshop guide)	Superficial attempt at the assignment. Assignment incorrectly interpreted or completely misunderstood. No critical assessment. Totally inappropriate argument (did not follow the writing skills workshop guide)
Conclusion /10	Excellent conclusions and/or recommendations. Facts / arguments integrated in a logical manner.	Good conclusions and/or recommendations overall.	Attempt made to deduce some conclusions but doesn't entirely integrate the arguments and/or introduces new arguments.	Abrupt ending. Poor summary. Arguments are not integrated.
Structure and Logical flow /20	Paragraphing used effectively to ensure coherency (each paragraph has a primary statement and supporting statements). Paragraphs are effectively linked, marked and signaled. Logical development and formulation of arguments.	Argument is generally logically developed, formulated and supported. Paragraphing is in general used correctly. Paragraphs are mostly effectively linked, marked and signaled	Arguments in some instances incomplete or unmotivated. Integration sometimes lacking. Paragraphing not always used efficiently. Paragraph links, marks and signals sometimes ineffective.	Incomplete arguments or unmotivated statements. Information is poorly integrated and without a clear argument. No evidence of coherent paragraphing. No link between paragraphs.
Language and Style /20	Scientific, clear and concise. Impeccable language usage. No grammar/spelling mistakes.	Clear enough to understand the contents of the piece. Good language usage in general. Few grammar/spelling mistakes.	Unclear, poor language tends to obscure the argument, although overall understandable. Formulation sometimes vague.	Emotional, biased or journalistic use of language. Formulation throughout is vague, not in own words, or simply a direct translation of the text. No attempt to accurately translate from sources where necessary. Piece not proofread / serious language errors.
General Appearance and technical care /10	8-10 pages (12pt, 1.5 spacing, justified). Very neat presentation. Appropriate method of referencing	Half a page too long/short (10%) (12pt, 1.5 spacing, justified). Neat presentation. Referencing present	A page (20%) too long/short (12pt, 1.5 spacing, justified). Presentation requires attention. Inappropriate method of referencing	More than a page (30%) too long/short (12pt, 1.5 spacing, justified). Presentation messy. Inappropriate method of referencing or no referencing

TOTAL: / 100

Other comments:

Lecturer: _____