

Unit 6: Assignment

For the Unit 6 assignment, use the job description you created during Unit 4 to help you respond to the questions.

Questions

You are applying for a job as an exempt status night shift supervisor at Home Improvement Center. You currently work at House Plus, but seeing no opportunity to advance, you decided to apply for the job at Home Improvement Center. You have 5 years working at House Plus and meet the minimum requirements as listed in the job description. (Refer to the job description you created during Unit 4.). Currently you have just finished your Business degree with Kaplan online and want to put your knowledge to use.

You e-mailed your resume and received a call for a job interview for Tuesday at 10am. You arranged for time off your day shift at House Plus so you could attend the interview. You arrive on time and the hiring manager calls you into the office.

Fill in the blanks with your own responses. The interviewer is using a series of competency-based interview questions, so be sure to address each part of the question and provide specific examples that clearly demonstrate your ability to perform the required job duties and responsibilities. Use your reading assignment for this week and your own experience to help you respond to the questions. You are also encouraged to conduct your own outside research to help you complete this activity.

Interview

Hiring Manager (HM) Good morning.

You:

HM: I am glad you could join me today. I see from your resume that you have experience in this industry. Tell me how your past work experience at House Plus has prepared you for the position here at Home Improvement Center.

You:

HM: Working at night is a bit different than working in the daytime. Describe some work experiences you have had while working at night that demonstrate the difference between nighttime and daytime work.

You:

HM: As a supervisor you will be expected to communicate effectively with your employees and resolve disputes while the store manager is off duty. Has there ever been a time when you resolved a conflict on the job without the help of a superior? What were the results of your actions?

You:

HM: Being a Supervisor creates some demands in terms of dealing with a diverse workforce. Sometimes it is necessary to make difficult decisions. How would you handle a scenario in which an employee who reports to you has repeatedly been late but has never been disciplined due to their personal situation of tending to a dying parent?

You:

HM Interviewer 1: Do you have any questions for me at this time?

You:

HM: Thank you for coming in today to speak with me. We will be in contact by e-mail in approximately one week. We appreciate your time.

You:

To successfully complete the assignment, the following are the minimum requirements:

- Respond to the interview questions provided.
- Provide specific examples from past work experiences that demonstrate your ability to perform the job duties and responsibilities.
- Conduct your own outside research to help you create a more realistic response.

Include a reference page to give credit to your sources.

Review the Grading Rubric below before starting this assignment.

Unit 6 Assignment Rubric	Percentage	Possible Points
1. Provided appropriate responses to competency-based questions. 2. Demonstrated ability to perform the job duties and responsibilities by providing examples from past positions.	50%	20
Analysis and Critical Thinking: Responses demonstrated critical thinking and analysis and exhibited application of information.	30%	12
Clear business writing. Spelling and grammar are acceptable. Effective use of APA.	20%	8
Total	100%	40

Directions for Submitting your Assignment

Compose your assignment in a Microsoft Word document and save it as Username-HR400 Assignment-Unit#.doc (Example: **TAllen- HR400_Assignment-Unit6.doc**). Submit your file by selecting the Unit 6: Assignment Dropbox by the end of Unit 6.

Reminder: Continue working on your Final Project due in Unit 9