

ASSESSMENT # 4

Total Marks: 30

Answer the following questions:

Q: 1: Short Questions (15)

- I. Outline the three general principles that help the interviewer move through the interview questions effectively.
- II. What are the advantages of a performance-based rating scale?
- III. How would you check references more effectively during interviews?

Q: 2: Discuss the human rights laws that may affect the hiring process. (7)

Q: 3: How would you conduct an effective employee interview? / Describe the techniques that should be considered in the interview preparation, during the interview and in closing the interview effectively. (8)

