USING WHATSAPP- MEDIATED ACTIVITIES TO TEACH JOB INTERVIEW

Best Practice

Presented to Department of English Language Education as Partial

Fulfilment of Requirements to Obtain the Degree in

English Language Education



Conveyed By:

Sofiatina Salsabila

17322075

DEPARTMENT OF ENGLISH LANGUAGE EDUCATION

FACULTY OF PSYCHOLOGY AND SOCIO-CULTURAL SCIENCES

ISLAMIC UNIVERSITY OF INDONESIA

YOGYAKARTA

APPROVAL SHEET

USING WHATSAPP- MEDIATED ACTIVITIES TO TEACH JOB INTERVIEW

By:

Sofiatina Salsabila

17322075



Approved on August, 30 2021

By:

Supervisor

Astri Hapsari., S.S., M. TESOL

NIP.12322040

RATIFICATION SHEET USING WHATSAPP-MEDIATED ACTIVITIES TO TEACH JOB INTERVIEW

By Sofiatina Salsabila

17322075

Defended before the Board Examiner on September 10th, 2021 and Declared

Acceptable

Board Examiner Chairperson : Astri Hapsari., S.S., M. TESOL

First Examiner : Puji Rahayu, S.Pd., MLST.

Second Examiner : Intan Pradita, SS., M.Hum

Yogyakarta,th, 2021 Department of English Language Education

Faculty of Psychology and Socio-Cultural Sciences Islamic University of

Indonesia

Head Department

MAJOLAN /

AKULTAS PSIKOLOGI DA ILMU SOSIAL BUDAYA

sma Windy Astuti, S.S. M. Hum

NIP: 062216005

STATEMENT OF WORK'S ORIGINALITY

I honestly declare that this thesis, which I have written, does not contain the work of parts of the work of other people, except those cited in quotations and references, as a scientific paper should.

Yogyakarta, August 30th 2021

Writer,

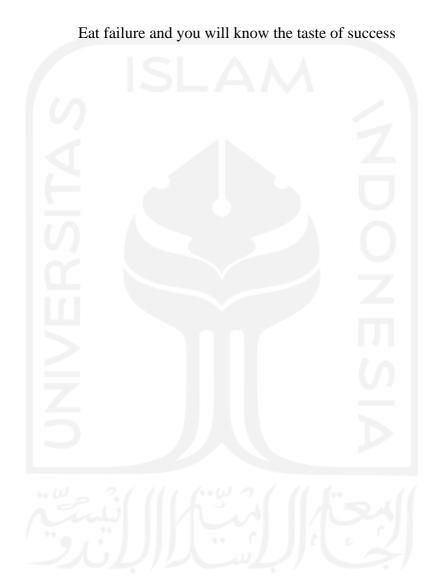


Sofiatina Salsabila

17322075

MOTTO

"No matter what your background, race, and culture. Just be yourself and fight your fears, prove that what they laugh at you can be proud of." (Sofiatina)



DEDICATION

With great appreciation, I dedicate this best practice to myself, who has dared to keep going to complete my thesis. Not forgetting also to those who became the support system and who accompanied me in my ups and downs in completing this thesis, especially for:

- 1. Praise be to Allah SWT who is almighty over the earth and all that is in it. Without Allah's permission, I will not be able to complete my journey step by step at this level.
- 2. Beloved Mother and Father As a sign of infinite devotion, respect, and gratitude. I dedicate this small work to Mother and Father who have given love, all support, advice, and infinite love that I cannot possibly repay with just a piece of paper.
- 3. I also dedicate this to my brothers and sisters who have helped in motivating, providing encouragement, advice and encouragement that have moved me to continue working on this thesis.
- 4. Gratitude to the head of English Language Education Department Mrs. Irma Windy Astuti S.S., Hum.
- 5. My beloved thesis supervisor, Ms. Astri Hapsari, S.S., M.TESOL, who has always been patient in guiding and supporting me in doing this thesis.
- 6. Thank you to the lecturers and all staff at the English Language Department Faculty of Psychology and Socio-Cultural Sciences Islamic University of Indonesia.
- 7. The encouragement that was always presented everyday through my WhatsApp chat from my friendship group, were Kartin Priadji, Nabila Hasri, Qowiyun, and Septiana Tri Lestari. Gratefulness to the persons who never tire of reminding and motivating me 24/7, Neneng Herbyanti, Ninik Tri Astutik, Mudo Pratomo and Galih Rizqi.
- 8. Thanks to all of my friends at the English Education Department batch 2017 that I cannot write their name one by one who gave me many precious memories. I sincerely wish the best for all of them.
- 9. The most important person that really deserves appreciation is Myself.

ACKNOWLEDGEMENT

Praise and gratitude to Allah SWT for the abundance of His grace and grace. Due to that the author can complete this thesis with the title: "Using WhatsApp-Mediated Activities to Teach Job Interview" to fulfill one of the requirements for completing undergraduate studies.

Sincere appreciation and gratitude to my beloved father, Sofwan Jannah and my dear mother, Nunung Nurjanah, who have poured out all their love and affection as well as moral and material attention. May Allah SWT always bestow grace, health, gifts and blessings in this world and in the hereafter for the kindness that has been given to the author.

The writer has the greatest appreciation to the dean of Faculty of Psychology and Socio-Cultural Sciences Islamic University of Indonesia Dr. H. Fuad Nashori, S.Psi., M.Si., Psikolog And as well as thanks to Miss. Irma Windy Astuti, S.S., M.Hum. as the head of the English Language Education study program

The author's appreciation and thanks go to Miss. Astri Hapsari, S.S., M. TESOL as the Advisor who has helped in writing this thesis and the lecturers of English Language Education who have guided me for 4 years at the Islamic University of Indonesia.

Thanks to all my best friends and all my friends at English Language Education Department batch 2017 who always help in the preparation and motivation in working on the thesis.

Finally, the writer realizes that the writing of this thesis is still far from perfection. Therefore, the authors ask for suggestions and constructive criticism for the sake of perfection and may be useful for all of us. Amiin.

Yogyakarta, August 30th 2021

Sofiatina Salsabila

17322075

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ABSTRACT

The aim of this best practice is to describe WhatsApp-mediated learning activity in teaching job interview in a vocational high school at the time of Covid-19 pandemic. WhatsApp was used as a learning platform in pre-teaching activity, whilst-teaching activity, and post-teaching activity. In pre-teaching activity, WhatsApp was used for greetings and introducing myself to the students. In whilst-teaching activity, WhatsApp was used to share the class regulation, materials, quiz, and attendance which were presented in Google Form. In addition, it was also used to send reminders for the students to attend the class, to respond to students' questions and response related to the scoring of the quiz. As I reflected on my experience, I felt that I did not make the most of WhatsApp features because learning outcome covered was only the knowledge domain. I did not use the feature of voice chat to enhance the skills on job interview because the majority of students had problems with internet phone memory and quota. To sum up, WhatsApp helped me to share the materials, but more diverse activity in learning were still needed to cover the skill domain of the learning outcome.



CHAPTER I

BACKGROUND OF THE TEACHING PRACTICE

In pre-service teaching internship activities, I was assigned to one of the vocational high schools in the city of Yogyakarta. The vocational high school where I taught had several majors: automotive engineering, network computer engineering, mechanical engineering, audio video engineering, electrical engineering, construction business, modeling design, and multimedia.

The facilities support teaching and learning activities carried out for 5 working days (Monday-Friday) at school. The facilities in this vocational high school are the library, WIFI hotspot area, hall (a place for students to study outside the classroom), garden, hall, English laboratory, canteen, audio video lab, computer laboratory (for engineering design, computer multimedia and internet), computer network engineering laboratory, KKPI laboratory, building engineering drawing room, AutoCAD lab, 3D MAX lab, Honda special class, mosque, religious room (Catholic Christian), UKS, basketball court, climbing wall, soccer field volleyball and football, gazebos, gyms, and workshops for every engineering major (electrical engineering, automotive, machinery, building, audio video).

The teaching activities that I taught were three times which were carried out in five classes of XII, namely light vehicle engineering 1 and 3, multimedia, computers and networks, and development design 2. The best practice that I applied was also in conjunction with teaching and learning activities during class XII from the date August 04 to August 18, 2020. I should also teach class XII on August 25, but there is a test that must be done for class XII TOEFL. This has resulted in the replacement of English teaching hours into TOEFL test hours for XII graders (Vierra). During the pre-service teaching internship, the activities carried out were helping English teachers to teach in the classroom during the covid19 pandemic. The deployment of pre-service teaching students at the Vocational School in July 2020, where all schools in Indonesia turned to online learning. The obstacle encountered during teaching is when teachers have to use online media that makes

it easier for students to learn in class without burdening students, especially in terms of internet quota. This was taken into consideration by the teacher in teaching so they decided not to conduct classes using google meet or zoom which would most likely drain the student quota in online learning. At the same time, many teachers did not understand how to use online media (applications) to teach online in the classroom, so many teachers asked for help from interns to teach how to use media that had not been mastered by teachers.

During online classes, teachers used WhatsApp media to facilitate communication with students. Each class is made into a class group and all teachers who teach in that class can adjust the pace of the class according to the scheduled hours. According to Alshammari, Parkes, & Adlington (2017), WhatsApp is the most widely used media for EFL (especially Arabic) and facilitates online communication to encourage EFL student achievement in learning English.

Another reason why using WhatsApp media to communicate in the classroom is because the application is the most widely used by students and teachers in this vocational high school, so the WhatsApp group can be used by all students and teachers in online teaching and learning activities.

The WhatsApp application used during teaching and learning activities as a medium of communication between teachers and students, the teacher sent links and materials in class groups to be accessed by students who will learn. For me and my supervising teacher, we used WhatsApp to send a Google form link for students to access. In the Google form there are 3 sheets that must be considered by students, attendance sheets, material sheets and then understanding the material as well as an assessment in understanding learning. I focused on students' understanding of the material and writing reading that students do during teaching and learning activities in class. Also in the job interview material, because the teacher forbade the use of recordings or videos, I allocated the job interview material assessment activities using reading texts and questions and answers about the material provided.

Job interview materials are very important for vocational high school students, because they can be used by students if they are going to apply for jobs and conduct job interviews in a company or job they want. In the school syllabus also job interviews must be mastered by students because this becomes their main capital to apply for jobs in the future.



CHAPTER II

CONSTRUCT TEACHING PRACTICE

There are several problems that I encountered in teaching online in vocational high school, the lack of understanding of teachers about the application of learning application media in online classes and the lack of teacher-student relationship during online classes became obstacles in the effectiveness of online learning. This is due to the lack of direction and guidance for teachers in dealing with online classes, so senior teachers do not understand digital learning. The approach taken by the teacher is also felt to be lacking to students, so students are sometimes reluctant to ask questions and tend to just do schoolwork. And then schools have a policy in using media so as not to burden students with internet quotas and cell phone memory capacity, teachers must use media that are easy to use but don't drain students' data and memory in online classes a lot. With this policy, the WhatsApp application is used which is easy to use both by students and by teachers at the same time in accordance with the asynchronous online communication techniques available at school.

The WhatsApp application is one of the most popular social media in the world because it is used by more than 1 billion users (Astika, 2017). What's more, the WhatsApp application can make it easier for users to communicate, both individually and in groups because it can send voice messages, texts, documents, videos, and photos. It accommodates the teachers to communicate with students during online classes.

The approach between teachers and students can be established in the WhatsApp group provided by the school even though the explanation of the material and assignments are carried out online via WhatsApp messages. Many studies have adapted WhatsApp as an online learning medium during the covid19 pandemic, the results shown are also different in each research. According to Napratilora, Lisa, & Bangsawan (2020), WhatsApp has a positive effect in learning English, teachers and students get convenience in communicating and discussing in class groups. This is also influenced by teachers and students who are familiar with

the use of WhatsApp in daily asynchronous communication media. From this statement, it can be concluded that WhatsApp has a great influence on teaching and learning in online classes because it has a considerable impact on the classroom atmosphere. However, according to Mardiah, Rahman, & Abadi (2020) WhatsApp is less effective in online learning due to the lack of explanations and approaches that teachers take in class groups. Therefore, the students are overwhelmed in understanding the material and cause students to lose motivation in learning in class. The problem is when the media used is quite appropriate, but the approach taken by the teacher is lacking, so students are reluctant to ask questions or communicate in class.

On this basis, I used Google forms as another blended and collaborative learning in asynchronous modes. Google forms can also be used for various things other than to retrieve data, namely to discuss, evaluate and provide feedback to students (Djenno, Insua, & Pho, 2017). Homework and assignments for students can also be given via Google forms, so that teachers can find out which difficulties are obstacles for students from grades and calculate the students' working time in each question.

CHAPTER III

TEACHING IMPLEMENTATION

This section consisted of steps taken during internships and learning job interviews in online classrooms.

3.1 Pre-teaching Activity

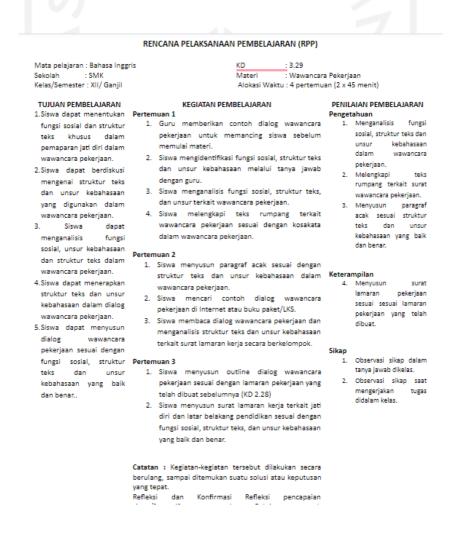
My activity before teaching at a vocational high school was observing how teachers designed lesson plans and teaching materials in class during a pandemic. My supervisor and I discussed in advance the rules of teaching and learning during online classes and the teaching and learning schedule that I was assigned to be the teacher supervisor's assistant. I was assigned in Whatsapp Group where Mrs. H, my teacher supervisor was teaching. Then, I conducted a self-introduction in the class based on Mrs. H's instructions.





Picture 3.1. Pre-teaching Activity: Introducing Myself in WhatsApp Group

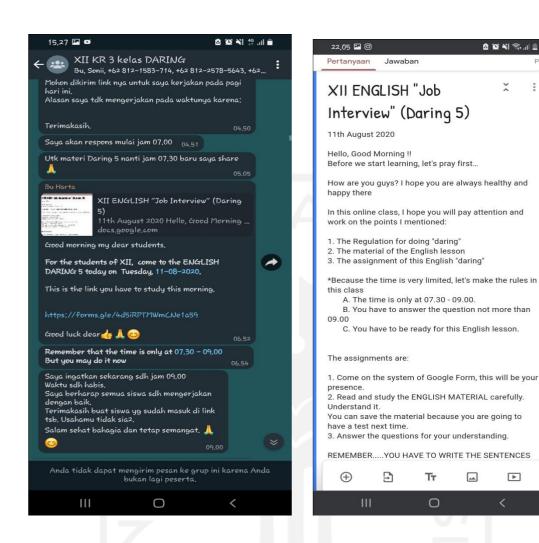
The lesson plan was made after a discussion with Mrs. H and I decided which class to teach during the internship. I helped in class XII and started to make lesson plans according to school rules, namely one sheet lesson plan. The lesson plans that are available are still in the form of lesson plans that were made before the online class, so I got the mandate of Mrs. H to change all lesson plans for class XII to 1 sheet lesson plan in accordance with school regulations.



Picture 3.2. Lesson Plan

3.2 Whilst-teaching Activity

Mrs. H taught class XI and class XII with different majors. Because she had two student apprentices who are mentored, she assigned me in five classes consisting of several majors in class XII on Tuesday. The online learning method at the vocational high school was conducted simultaneously on the same day and at the same time. Unlike class schedules where each class has a different subject schedule, this pandemic, every class XII had the same schedule at the same time. Mrs. H explained that classes are held on Tuesdays at 07.30-09.00 a.m. by providing a Google form link as a media to help deliver material and at the same time practice (understanding and assessing) for students. Mrs. H advised me not to have a lot of direct conversations in the WhatsApp group for fear of inviting an overreaction from the students so that it would interfere with the teaching and learning activities. This was because students have high enthusiasm and tend to want to be close to interns who teach in class. Therefore, I designed a lesson plan and a Google form to explain the learning materials and Mrs. H shared the Google form link to the class group which can be read by all students in the class. The class began at 07.30 where students can directly access the Google form link that has been given in the WhatsApp group. During teaching and learning hours, I observed students' activities on Google forms and began to summarize their scores



Picture 3.3. WhatsApp group and Google form

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Ε





Picture 3.5. Giving Response

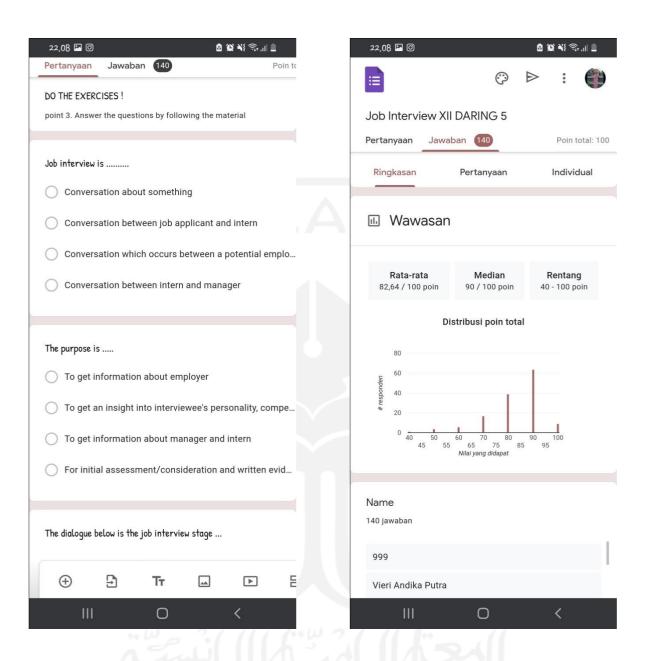
By using the Google Form in delivering the material, it was easier for students to read and be able to sort out the important points in the material being explained. Teachers could arrange fun backgrounds and grammar to attract students' interest in introducing job interview materials. Interaction using WhatsApp during online class teaching and learning activities made it easier for students not to be embarrassed or hesitate when asked questions about class material or assignments. This made the teacher able to monitor the understanding and progress of students in class.

3.3 Post-Teaching Activity (Evaluating)

To calculate the score of students' understanding, Mrs. H and I used Google form as a medium for teaching and learning in the classroom.

Google forms made it easier for teachers to observe how students answer the questions given, teachers can also find out which questions are still not mastered by most of the students in the class. Assessment to hone writing and reading using Google forms is quite interesting when viewed from the results and enthusiasm of students in working on questions. The assessment given is also in accordance with Mrs. H's instructions where 1 question contains a value of 1 and if it is wrong it will be 0. In learning job interviews, students should focus on speaking and listening assessments, but back to the rules of school policies that limit and do not recommend teachers giving assignments through recording, video, or video calls (zoom, Google meet) with students for fear that students will find it difficult to answer. Following due to problems with cell phone memory or data quota. So I can only focus on students' reading and writing while working on understanding questions about the material that has been delivered.





Picture 3.6. Evaluation and scores

BAB IV

CONCLUSION

There were several things that I have learned during my internship at a vocational high school in Yogyakarta, one of which is how to maintain teaching and learning activities in the midst of a pandemic and limited media. Because some students had difficulties in online classes, especially on the problem of internet quota and insufficient cell phone memory. The use of WhatsApp media as the main media intermediary between students and teachers is a bridge approach between teachers and students in online classes. As well as the use of Google forms media which is quite familiar and easy, so students could press the available link and enter directly into the Google form. Students shown to be enthusiastic about working on questions and practicing understanding using Google forms, teachers can also evaluate more easily. The conclusion is that interesting and familiar media among students and teachers will make students and teachers more comfortable in teaching and learning activities in the classroom. The approach taken by the teacher can also be done via WhatsApp (personal/group), so that students can express their opinions and are not afraid to ask the teacher. The application of the material can also be simplified by looking at the existing environmental conditions. Thus, classroom activities will not be tense and tend to be more relaxed for students and teachers

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APPENDIX

Appendix 1. Lesson Plan (Rencana Pelaksanaan Pembelajaran)

RENCANA PELAKSANAAN PEMBELAJARAN (RPP)

ΚD

Mata pelajaran : Bahasa Inggris

: 3.29 : SMK : Wawancara Pekerjaan Kelas/Semester: XII/ Ganjil Alokasi Waktu: 4 pertemuan (2 x 45 menit)

TUJUAN PEMBELAJARAN

1. Siswa dapat menentukan Pertemuan 1 teks khusus dalam pemaparan jati diri dalam wawancara pekerjaan.

- 2.Siswa dapat berdiskusi mengenai struktur teks dan unsur kebahasaan yang digunakan dalam wawancara pekerjaan.
- 3. Siswa dapat menganalisis funesi sosial, unsur kebahasaan dan struktur teks dalam wawancara pekerjaan.
- 4. Siswa dapat menerapkan struktur teks dan unsur kebahasaan dalam dialog wawancara pekerjaan.
- 5.Siswa dapat menyusun dialog wawancara pekerjaan sesuai dengan fungsi sosial, struktur Pertemuan 3 teks dan unsur kebahasaan yang baik dan benar..

KEGIATAN PEMBELAJARAN

fungsi sosial dan struktur 1. Guru memberikan contoh dialog wawancara pekerjaan untuk memancing siswa sebelum memulai materi.

- 2. Siswa mengidentifikasi fungsi sosial, struktur teks dan unsur kebahasaan melalui tanya jawab dengan guru.
- 3. Siswa menganalisis fungsi sosial, struktur teks, dan unsur terkait wawancara pekerjaan.
 - 4. Siswa melengkapi teks rumpang terkait wawancara pekerjaan sesuai dengan kosakata dalam wawancara pekerjaan.

Pertemuan 2

- 1. Siswa menyusun paragraf acak sesuai dengan struktur teks dan unsur kebahasaan dalam Keterampilan wawancara pekerjaan.
- 2. Siswa mencari contoh dialog wawancara pekerjaan di Internet atau buku paket/LKS.
- 3. Siswa membaca dialog wawancara pekerjaan dan menganalisis struktur teks dan unsur kebahasaan terkait surat lamaran kerja secara berkelompok.

- 1. Siswa menyusun outline dialog wawancara pekerjaan sesuai dengan lamaran pekerjaan yang telah dibuat sebelumnya (KD 2.28)
- 2. Siswa menyusun surat lamaran keria terkait iati diri dan latar belakang pendidikan sesuai dengan fungsi sosial, struktur teks, dan unsur kebahasaan yang baik dan benar.

Catatan : Kegiatan-kegiatan tersebut dilakukan secara berulang, sampai ditemukan suatu solusi atau keputusan yang tepat.

Refleksi dan Konfirmasi Refleksi pencapaian

PENILAIAN PEMBELAJARAN Pengetahuan

- Menganalisis sosial, struktur teks dan unsur dalam wawancara pekerjaan.
- 2. Melengkapi rumpang terkait surat wawancara pekerjaan.
- 3. Menyusun paragraf acak sesuai struktur teks dan kebahasaan yang baik dan benar.

Menyusun lamaran pekerjaan sesuai sesuai lamaran pekeriaan yang telah dibuat.

Sikap

- 1. Observasi sikap dalam tanya jawab dikelas.
- 2. Observasi sikap saat mengeriakan tugas didalam kelas.

Materi

What is a Job Interview?

A job interview is a conversation which occurs between a potential employer and a job applicant

· What is the purpose of job interview?

To get an insight into interviewee's personality, competencies, capabilities and achievements.

· Using Simple Present Tense

Examples:

- A: Can you tell me about yourself?
- B: I am a vocational high school graduate. I am 18 years old
- A: Why do you want this job?
- B: I want to start my career
- A: Tell me about your educational background?
- B: I am freshly graduated from SMK N 3 Yogyakarta majoring in engineering
- The Job interview has 3 stages, there are :
 - a) Introduction
 - b) The Information Exchange
 - c) The Wrap-up / Closing

A. Introduction

The introduction is an opportunity to make a strong first impression.

Examples:

- L: Good morning, I am here for my interview.
- P: Hello, nice to meet you. I am Mr. William. Have any trouble finding the place?
- L: No problem

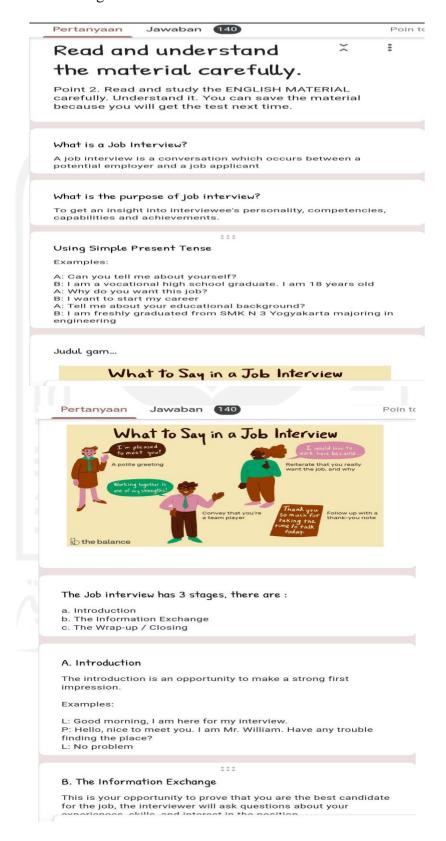
B. The Information Exchange

This is your opportunity to prove that you are the best candidate for the job, the interviewer will ask questions about your experiences, skills, and interest in the position.

Example:

- P: Why are you interested in changing positions?
- L: Unfortunately, our company is shutting down due to the economy.
- P: What would you consider your strengths?
- L: I am probably best at researching for marketing purposes.

Appendix 2. Teaching Material



Job Interview XII DARING 5

Pertanyaan

Jawaban



Poin to

Dialogue of job interview

A: Hello, good afternoon. I am here for my interview Sir.

B: Hello, it's nice to meet you. My name is Parto, please have a seat first. Do you find any trouble finding the place?

A: Oh, my name is Alex Purnomo Sir. No problem, this place was easy to find.

B: That's great. Okay Alex, why do you want to apply to our company?

A: Well, Sir I am a fresh graduate from electric engineering, and your company is my top priority to apply since i believe it will give experience and environment to develop my potency.

B: Okay. But what would you consider your strengths?

A: I am great analytical and encouraged to work with numbers and computers. I can work under a tight schedule and able to work both individually or in a team.

B: Do you have your biggest weakness?

A: I easily get bored Sir, that is why I love to keep myself challenged.

B: That's nice since this position does need people that love a challenge.

A: I am glad to hear that Sir.

B: Well, in two days we will inform you about the result after I submit your application to the management.

A: I'll be waiting for the great news, Sir.

B: Okay Alex, hope for the best.

Pertanyaan

Jawaban

140

Poin to

Example:

P: Why are you interested in changing positions?

L: Unfortunately, our company is shutting down due to the economy.

P: What would you consider your strengths?

L: I am probably best at researching for marketing purposes.

P: What is your biggest weakness?

 $\ensuremath{\mathsf{L}}\xspace$ I tend to get bored easily and so love to keep myself challenged.

20

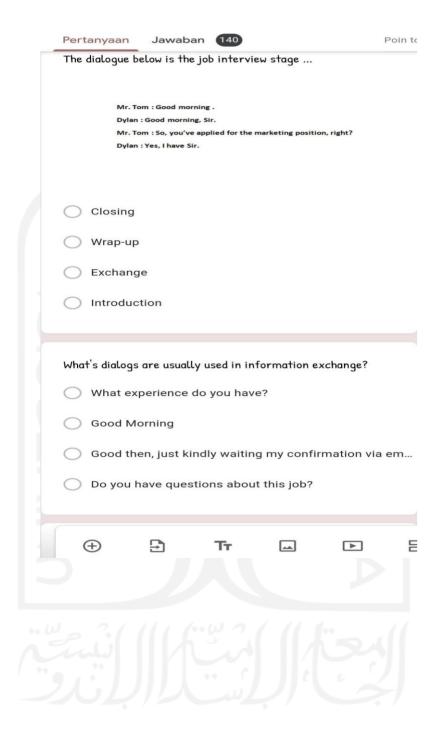
C. The Wrap-up / Closing

Penilaian

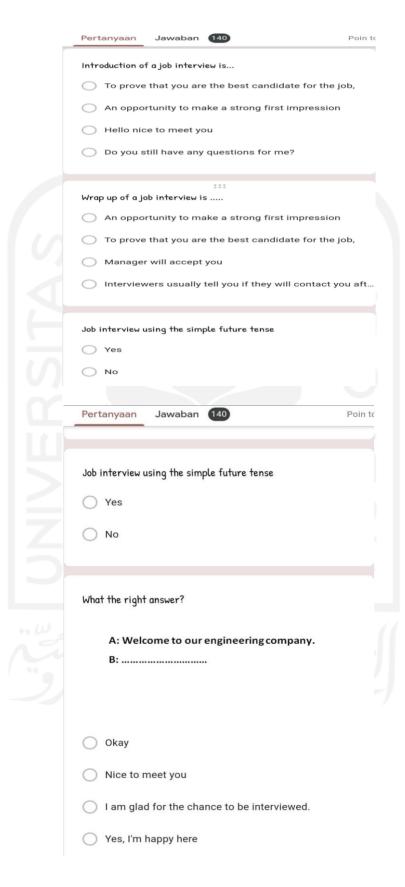
A: Good morning. If you don't mind sit down.
B:
A: So, your name is Selly right?
B: Yes Sir.
A: I am Agung,
B: Nice to meet you sir.
A: Are you prepared for the prospective employee meet-up?
B:
A: How would you think about occupation opportunity in this organization? What's make you intrigued to apply as the Finance Manager in this organization?
B: I read an ad on Newspaper The Post, Sunday release. I <u>intrigued</u> to apply as the Finance Manager in light of the fact that
A: Do you have any employment encounters at the same position?
A: Do you have any employment encounters at the same position? B: No Sir. I am a new graduate.
B: No Sir. I am a new graduate.
B: No Sir. I am a new graduate. A: Do you have any PC capacity?? B: Yes, I have. I can work Ms.Word, Ms.Excel, Ms.Powerpoint, and Internet. I can speak Chinese and
B: No Sir. I am a new graduate. A: Do you have any PC capacity?? B: Yes, I have. I can work Ms.Word, Ms.Excel, Ms.Powerpoint, and Internet. I can speak Chinese and Japanese.
B: No Sir. I am a new graduate. A: Do you have any PC capacity?? B: Yes, I have. I can work Ms.Word, Ms.Excel, Ms.Powerpoint, and Internet. I can speak Chinese and Japanese. A: That's intriguing?
B: No Sir. I am a new graduate. A: Do you have any PC capacity?? B: Yes, I have. I can work Ms.Word, Ms.Excel, Ms.Powerpoint, and Internet. I can speak Chinese and Japanese. A: That's intriguing? B: I took a course to discover that dialects.
B: No Sir. I am a new graduate. A: Do you have any PC capacity?? B: Yes, I have. I can work Ms.Word, Ms.Excel, Ms.Powerpoint, and Internet. I can speak Chinese and Japanese. A: That's intriguing? B: I took a course to discover that dialects. A: great. Anyway, what is your quality and shortcoming point?

Appendix 3. Assessment

Pertanyaan Jawaban (140)	Poin to
DO THE EXERCISES!	
point 3. Answer the questions by following the material	
Job interview is	
Conversation about something	
Conversation between job applicant and intern	
Conversation which occurs between a potential e	mplo
Conversation between intern and manager	
The purpose is	
To get information about employer	
To get an insight into interviewee's personality, co	ompe
To get information about manager and intern	
For initial assessment/consideration and written	evid
The dialogue below is the job interview stage	
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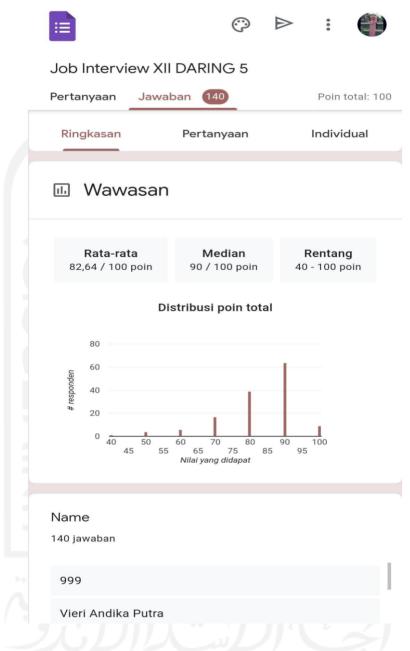


I recently graduated from BTS University an art degree. How many stages of job interview? 2 3 4 5		Pertanyaan Jawaban 140 Poin to
Your company reputation is one of the factors. I love being a graphic designer because I love the crea Yes, I do. When I was in college, I worked as a graphic I recently graduated from BTS University an art degree. How many stages of job interview? 2 3 4 5		What is the right answer?
I love being a graphic designer because I love the crea Yes, I do. When I was in college, I worked as a graphic I recently graduated from BTS University an art degree. How many stages of job interview? 2 3 4 5		
Yes, I do. When I was in college, I worked as a graphic I recently graduated from BTS University an art degree. How many stages of job interview? 2 3 4 5		
How many stages of job interview? 2 3 4 5		I love being a graphic designer because I love the crea Yes, I do. When I was in college, I worked as a graphic
How many stages of job interview? 2 3 4 5		I recently graduated from BTS University an art degree.
How many stages of job interview? 2 3 4 5		
1 d d d d d d d d d d d d d d d d d d d		
1 traduction of a job interview is		O 2
Introduction of a job interview is		○ 3
Introduction of a job interview is		4
		O 5
⊕ → T		Introduction of a lob interview is
	٢	



A: Good morning. If you don't mind sit down. B:
A: So, your name is Selly right? B: Yes Sir. A: I am Agung,
B: Yes Sir. A: I am Agung,
A: I am Agung,
B: Nice to meet you sir. A: Are you prepared for the prospective employee meet-up? B:
A: Are you prepared for the prospective employee meet-up? B:
B:
A: How would you think about occupation opportunity in this organization? What's make you intri to apply as the Finance Manager in this organization? B: I read an ad on Newspaper The Post, Sunday release. I intrigued to apply as the Finance Manag light of the fact that
to apply as the Finance Manager in this organization? B: I read an ad on Newspaper The Post, Sunday release. I intrigued to apply as the Finance Managlight of the fact that
A: Do you have any employment encounters at the same position? B: No Sir. I am a new graduate. A: Do you have any PC capacity?? B: Yes, I have. I can work Ms.Word, Ms.Excel, Ms.Powerpoint, and Internet. I can speak Chinese Japanese. A: That's intriguing?
B: No Sir. I am a new graduate. A: Do you have any PC capacity?? B: Yes, I have. I can work Ms. Word, Ms. Excel, Ms. Powerpoint, and Internet. I can speak Chinese Japanese. A: That's intriguing?
b. I took a course to discover triat dialects.
A: great. Anyway, what is your quality and shortcoming point?
B: I additionally like to learn new things. My shortcoming is I fear stature.
A: Well, it was an extraordinary time to have a meeting with you. I thought you are an extraord possibility to top off the position
B:

Appendix 4. Analysis of Students Outcomes



Rekap Nilai Job Interview daring 5_11 Agustus 2020

