**Assignment 2: Instruction for assessing the CV’s and motivation letters**

This assignment consists of two rounds and will take ca. 90 minutes.

First assess the **CV’s** using the following criteria**:**

**Lay out** **Content**

Is it easy to read? Is it complete?

Is it easy to navigate? Is the content clear?

Is it kind to the eyes?

Then assess the **letters** using the following criteria:

**Lay out Content**

Is it easy to read? Section about motivation**: i**s the tone enthusiastic and convincing?

Is it compact (enough) Section about ‘the offer’: are the skills and/or results that are mentioned tailored to the role in question? Are they convincing?

**Round 1**

* Take 30 minutes for the first assessment.
* Asses the two CV’s and letters that you received for the first round using the above criteria.
* Write your comments either in the documents or in a separate document.
* Articulate what you assess as being ‘strong’ as ‘strong points’.
* Articulate what you assess as ‘could be improved’ as ‘suggestions’.

After having assessed the two CV’s and letters or after 30 minutes, write down general findings that you as a team would like feed back to the group: what works well in a CV according to you, what not? What works well in a motivation letter according to you, what not?

At 11.15 take a break.

At 11.30 return to the plenary session.

**Round 2**

* Take 30 minutes for the second assessment .
* Asses the two Cv’s and letters that you received for the second round using the above criteria.
* Write your comments either in the documents or in a separate document.
* Articulate what you assess as being ‘strong’ as ‘strong points’.
* Articulate what you assess as ‘could be improved’ as ‘suggestions’.

After having assessed the two following CV’s and letters or after 30 minutes, add the general comments you would like to share with the group to the ‘feedback document’.

At 12.15 return to the plenary session.