

You may have something like this:

('Supervision: A Fresh Approach'
by M. Savedra & J. Hawthorn)

SELECTION INTERVIEWS

PURPOSE

- choose right person for job
- person w. potential
- what trying to achieve?
- how?

PROBLEMS

- not always best method
- (time needed to know if choice good)

SKILLS

- practice needed to interview
- be objective

'Halo & horn' effect = subjective misjudgement

or this

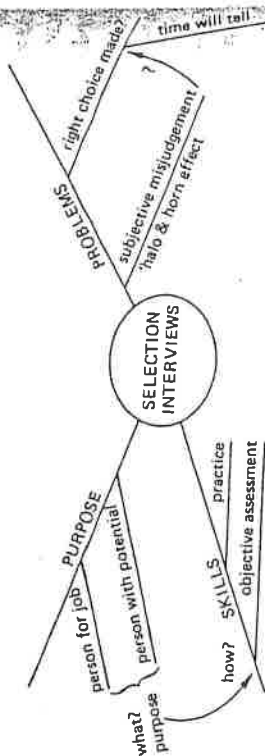


Fig. 6 Notemaking Activity 1 Notes B.

From 'Supervision: A Fresh Approach' by M. Savedra & J. Hawthorn, Macmillan Professional Masters.

Which method of notemaking did you use? Whichever you used, try recasting your notes the other way. When you have done this, compare them under the headings of the 'Guidelines' above. As far as my notes are concerned, the comparison would look like this:

- | | Notes A | Notes B |
|---------------------------------------|--|--|
| 1. Source? | | Shown in both sets of notes. |
| 2. Main ideas clear? | Yes. Underlined. Four main headings | Yes. Three main sections |
| 3. Brief? | | Better shown here because the 'problems' mentioned in paras 1, 2, 3 are drawn together under one heading. |
| 4. Minor points related to main ones? | | A is about twice the length of B |
| 5. Selective? | Yes. Neither have too much detail. Do they both have enough? | Yes. The regrouping of 'problems' made me think more and so reword. Lots. By placing the subject in the middle of the page and spreading the 'branches' of ideas, space is automatically made. |
| 6. Own words? | In parts. Enough to show understanding? | |
| 7. Enough space? | Some. How much do you need for a short passage? | |
| 8. Personal preferences: | | |
| — attractive to look at? | | |
| — easy to understand? | | |
| — easy to remember? | | |