

Lesson Plan #3

Title: The Interview Process

Objective: Students will be prepared for a job interview.

Materials: The 5-Part Interview Sheet, Interview Questions to Think About Sheet and Mock Interview Scoring Rubric

Equipment: Document Camera and Projector

Procedures:

- I. Introduction
 - i. Ask students if they have been interviewed before?
 1. Were they prepared for the interview?
 2. How did it go during the interview?
 - ii. Why are interviews important?
 1. Makes decisions for:
 - a. Employers
 - b. Colleges
 - c. Scholarships
 - iii. Need to be a good salesperson for interview
 - iv. Need to convince job interviewer that you are the best candidate for the job
 - v. Self-knowledge and good communication skills are key for good interviewing
 - vi. Go over job related behavior (drug and alcohol free behavior)
- II. Go over "The 5-Part Interview Sheet"
 - a. Before the Interview
 - b. The Start of the Interview (Beginning)
 - c. The Interview (Middle)
 - d. The Interview (End)
 - e. The Follow-Up
- III. Interview Questions
 - a. Ask students to brainstorm possible interview questions
 - b. Pass out the "Interview Questions to Think About" sheet
 - c. Ask students to look through the questions and have them identify the ones that may be more difficult to answer
 - d. Pass out the "Mock Interview Scoring Rubric" sheet
 - e. Go over the sheet with the students
 - f. Pair the students to do mock interviews (five minutes each turn)
 - g. *Reconvene the class and go over the positives and negatives of the experience*
 - h. Remind students that the same evaluation will be used for the practicum
- IV. Next Steps
 - a. Give each student an appointment for the interview for the next class meet (please schedule appointments accordingly- please calculate the amount of overall time for the next day divided by the number of students)
 - b. Lesson Plan #4 gives you more details on the practicum
 - i. Remind them to:
 1. Come dressed appropriately
 2. Bring their resume
 3. Go over the interview evaluation form
 4. Be ready to be interviewed

THE 5-PART INTERVIEW

The interview is the final hurdle most people have to cross in getting a job. Some colleges and scholarship committees also require interviews. Being chosen for an interview means someone is interested in your skills, knowledge and experience. However, a great application or resume can quickly find its way into the garbage if you do not come across well in an interview. You now must become a sales person. The interviewer is the buyer. They want to see if your talents meet their needs for the job or for admission to the college. Sell yourself!

The interview is when you want to tell the employer or admissions representative about your strengths, skills, education, and work experience. Knowing yourself - positively selling your strong points - is what is going to get you the job or admission to the college.

The easiest way to learn something is to break it down into parts. The interview process has five distinct parts.

1. BEFORE THE INTERVIEW

6. Do your homework! Learn as much as you can about the company or college before the interview. Do some research: ask people who work there, go to the library, look on the internet, make an anonymous call to the secretary. Find out what services/products the company provides, how long they have been in business, whether the company is growing or downsizing, the company's reputation, etc. An interviewer will be impressed that you have made an effort to learn about the company or college. Read any material they send you!
7. Know where you are going. Drive by the site of the interview a day or two before the interview.
8. Arrive 5 - 15 minutes early.
9. Be prepared when you go to the interview. Bring extra copies of your resume, your portfolio, a notepad with some questions prepared for the interview, and a pen.
10. Dress for Success! Hair should be clean and combed. Fingernails must be clean with no gaudy polish. Keep perfume, cologne and aftershave to a minimum. Brush your teeth and don't forget deodorant.
Women: dress, skirt (not too short), or dress pants with a nice blouse or blazer. No excessive jewelry, make-up, or "big hair."
Men: pants (not jeans!), collared shirt, tie, sport coat and shoes. A suit is not always necessary.
Do not wear loud clothes! Be conservative!

2. THE START OF THE INTERVIEW (BEGINNING)

11. Inform the secretary/receptionist that you have an interview, whom it is with, and the time of the interview.
12. When you meet the interviewer, look straight into his/her eyes, shake hands firmly, introduce yourself, smile, be confident and wait until you are offered a seat.
13. Be positive in your communication (Remember: You're selling yourself!!), don't slouch, try not to be too bold or too shy. Let the interviewer lead the interview. Express that you are happy to have the opportunity to interview.
14. When all else fails: SMILE!!
15. DON'T:
Smoke, chew gum, curse, slouch, put your hands on items on the interviewer's desk, fidget with rings, pens, ties, change, or other things in your reach.

3. THE INTERVIEW (MIDDLE)

16. Always face the interviewer with good posture and body language.
17. Stay positive with your attitude and your answers. Let the interviewer know about the skills, knowledge and experience that make you a qualified candidate.

THE 5-PART INTERVIEW

18. Know your resume and portfolio well and be prepared to answer questions about them.
19. Don't be a know-it-all! Express your willingness to learn!
20. Be honest with all answers. Experienced interviewers can see right through "little white lies."
21. Be thorough with your answers. Never answer with just a "yes" or "no." Always provide explanations and examples.
22. If you don't understand the question, ask the interviewer to explain.
23. Pay close attention to what the interviewer is saying.
24. Organize your thoughts before speaking. Feel free to think for a moment about tough questions. Silence is not a bad thing as long as you do not take an excessive amount of time.
25. Watch for illegal questions, such as information about your age, religion, race, ethnicity or marital status.
26. DON'T:
 - Emphasize your weaknesses.
 - Draw attention to negative attributes such as poor attendance, grades, being fired, etc.
 - Criticize former employers, co-workers, or school personnel.
 - Discuss personal issues, good or bad, which are irrelevant.
 - Discuss salary or benefits unless the interviewer brings it up first.
27. Remember that you represent a risk to the employer. A hiring mistake is expensive. Show you are highly motivated and energetic.

4. THE INTERVIEW (END)

28. Ask the job-related questions you prepared for the interview.
29. You may be offered the job immediately. In that case, you should ask about specific salary, benefits, and work hours. You do not have to give them an immediate answer. Ask for a day to think about it.
30. If you are told you will be contacted, ask about how long it will be. Offer to call in a few days to find out the decision. This shows your continued interest.
31. Make sure the interviewer knows how best to contact you and that you are available for any additional information that may be needed.
32. Thank the person for the interview and their interest in you as a potential employee or student. Shake hands firmly on the way out.

5. THE FOLLOW-UP

33. Send the interviewer a thank-you letter soon after the interview.
34. Call the company or college about a week after the interview to find out if they have made a decision. If they have not, find out when they expect to have a decision.

WHY PEOPLE AREN'T HIRED

- ◆ Poor personal appearance
- ◆ Inability to communicate clearly, poor voice, and grammar
- ◆ Lack of planning for a career...no purpose or goals
- ◆ Lack of enthusiasm and confidence in the interview
- ◆ Condemning past employers
- ◆ Failure to look the interviewer in the eye
- ◆ Limp handshake
- ◆ Late to the interview
- ◆ Does not thank the interviewer for his/her time
- ◆ Asks no questions
- ◆ Lack of knowledge about the business or the position

INTERVIEW QUESTIONS TO THINK ABOUT

Questions Often Asked By Employers

1. Tell me about yourself.
2. What are your short-range and long-range career goals, and how are you preparing to achieve them?
3. Why did you choose this career?
4. What do you consider to be your greatest strengths? Weaknesses?
5. How would you describe yourself? How would a friend or professor describe you?
6. How has your college experience prepared you for your career?
7. Why should I hire you?
8. How do you determine or evaluate success?
9. In what ways do you think you can make a contribution to our company?
10. Describe the relationship that should exist between a supervisor and those reporting to him/her.
11. Describe your most rewarding high school/college experience.
12. If you were hiring for this position, what qualities would you look for?
13. What led you to choose your field or major?
14. What have you learned from participation in extracurricular activities?
15. How do you work under pressure?
16. Describe the ideal job/college.
17. Why did you decide to seek a position with this organization and what do you know about us?
18. What major problems have you encountered and how did you deal with it?
19. What criteria are you using to evaluate the company/college for which you hope to work/attend?
20. What salary do you want?

Questions Often Asked By Applicants

1. What are the strengths of the organization or department?
2. What are the career opportunities for someone entering this position?
3. What kind of orientation and training is available to new employees?
4. How large is the company/college? How large is this particular department/major?
5. To whom would I be reporting and what kind of communication channels are there?
6. What are the long-range plans for this organization?
7. How long was my predecessor in this position? Why did he/she leave?
8. How will I be evaluated? How often?
9. Is there an opportunity to transfer from one division to another?
10. What are the prospects for promotion in the future? What are some of the qualities or accomplishments you would consider important for promotion?
11. What is the management philosophy of this organization? What is the general philosophy?
12. In what areas of the organization do you expect growth?
13. Is continuing education encouraged? Is tuition reimbursement offered?
14. Can you tell me about the history of this position, and changes anticipated?
15. What are your expectations of the person in this position?
16. Is overtime the norm in this office?
17. What kind of support staff is available? What is the ratio of support staff to professionals, and how is work distributed?
18. Generally, what percentage of time will be devoted to each of my responsibilities?
19. Do you work with daily, weekly, monthly, or annual deadlines?
20. Does the organization have a process for sharing creative ideas?

Mock Interview Scoring Rubric

Student: _____
 Interviewer: _____

If the student's performance lies between two columns, award 2 or 4 points. Circle criteria that reflect student's performance and write specific comments on overall performance at the bottom of the page.

Competency	Needs Work 1 Point	2	We're considering you... 3 Points	4	You're Hired! 5 Points	Score
First Impression What was your first impression of this student?	<ul style="list-style-type: none"> Does not shake hands Minimal eye contact Does not smile Poor hygiene/appearance 		<ul style="list-style-type: none"> Weak handshake Poor posture Weak smile Acceptable hygiene/appearance 		<ul style="list-style-type: none"> Firm handshake Genuine smile Confident body language Excellent hygiene/appearance 	
Resume Was the resume complete and error free?	<ul style="list-style-type: none"> Poor formatting Many grammatical errors Little to no experience 		<ul style="list-style-type: none"> Few errors (grammar/format) Needs more details about experiences Could improve on phrasing 		<ul style="list-style-type: none"> Perfect grammar/formatting Detailed description of experiences and skills 	
Professional Dress Was this student appropriately dressed for the interview?	<ul style="list-style-type: none"> Too casual or inappropriate (jeans, flip-flops, etc) Wrinkled clothing Visible piercings 		<ul style="list-style-type: none"> Either under- or over-dressed (lacking a tie/stockings vs. tux or club attire) 		<ul style="list-style-type: none"> Clean, pressed clothing Appropriate business attire 	
General Attitude What motivates you to do your best work? What have been your biggest accomplishments while working or while at school?	<ul style="list-style-type: none"> Passive/indifferent Extremely shy/nervous 		<ul style="list-style-type: none"> Seems interested but could be better prepared Somewhat shy/nervous 		<ul style="list-style-type: none"> Interested and enthusiastic Asked questions Asked for business card 	
Content of Answers What are some specific examples of work and volunteer experiences you have had that support your qualifications? What personal attributes do you feel give you a competitive edge?	<ul style="list-style-type: none"> "Yes" or "No" answers Does not refer to applicable strengths/skills Uses words like "things" or "stuff" 		<ul style="list-style-type: none"> Responses too short or vague Refers to personal strengths, skills occasionally 		<ul style="list-style-type: none"> Well-constructed, confident responses with examples Consistently relates how skills will contribute to any position 	
Speaking Ability How well did this student communicate?	<ul style="list-style-type: none"> Speaks too quietly or loudly Inappropriate language Lots of "umms" or fidgeting Poor grammar and diction 		<ul style="list-style-type: none"> Mumbles occasionally Minimal "umms" and fidgeting Conversation stops and starts at times Satisfactory grammar and diction 		<ul style="list-style-type: none"> Speaks clearly at all times No distracting mannerisms Easy to converse with Uses proper diction and grammar 	

Comments on Overall Performance:

Total Score:

Lesson Plan #4

Title: The Actual Interview (Practicum)/Review Job Application, Resume and Reference Page

Objective: Students will experience a one-to-one interview. Additionally, student will receive feedback on their job application, resume and reference page.

Materials: Possible Interview Questions Sheet and Mock Interview Scoring Rubric

Equipment: None

Procedures:

- I. Introduction
 - a. Introduce yourself to the student
 - b. Wait for the student to respond
 - c. Ask the student to have a seat

- II. The Interview
 - a. Ask for the resume (you should already have it)
 - b. Look it over
 - c. Proceed with questions using the "Possible Interview Questions" sheet
 - d. Let the student answer the questions completely
 - i. If the student stays quiet, go on to the next question
 - ii. If the student keeps on rambling, try to move on to the next question
 - e. When you have asked all of your interview questions, ask the student if they have any questions for you
 - f. Once the above is over, thank the student for coming

- III. After the Interview
 - a. Once you have thanked the student, notify the student that the formal interview is over and that you are now the teacher again.
 - b. Go over the job application, resume and reference page with the student
 - c. Talk about the interview- ask the student what they think they did good and/or bad in during the interview
 - d. Give your analysis of the interview
 - e. Ask the student if they have any general questions
 - f. Once the above is done, congratulate the student for finishing the class
 - g. Excuse the student (let them know if they passed or not)
 - h. Complete the "Mock Interview Scoring Rubric"
 - i. Must receive at least 24 points out of 30 points to pass (80%)

- IV. Next Steps
 - a. Complete the Work Readiness badging process for the student- either they have passed or not based on your professional judgment

INTERVIEW QUESTIONS TO THINK ABOUT

Questions Often Asked By Employers

1. Tell me about yourself.
2. What are your short-range and long-range career goals, and how are you preparing to achieve them?
3. Why did you choose this career?
4. What do you consider to be your greatest strengths? Weaknesses?
5. How would you describe yourself? How would a friend or professor describe you?
6. How has your college experience prepared you for your career?
7. Why should I hire you?
8. How do you determine or evaluate success?
9. In what ways do you think you can make a contribution to our company?
10. Describe the relationship that should exist between a supervisor and those reporting to him/her.
11. Describe your most rewarding high school/college experience.
12. If you were hiring for this position, what qualities would you look for?
13. What led you to choose your field or major?
14. What have you learned from participation in extracurricular activities?
15. How do you work under pressure?
16. Describe the ideal job/college.
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15. What are your expectations of the person in this position?
16. Is overtime the norm in this office?
17. What kind of support staff is available? What is the ratio of support staff to professionals, and how is work distributed?
18. Generally, what percentage of time will be devoted to each of my responsibilities?
19. Do you work with daily, weekly, monthly, or annual deadlines?
20. Does the organization have a process for sharing creative ideas?

Mock Interview Scoring Rubric

Student: _____

High School: _____

Interviewer: _____

If the student's performance lies between two columns, award 2 or 4 points. Circle criteria that reflect student's performance and write specific comments on overall performance at the bottom of the page.

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Comments on Overall Performance:

Total Score: