

## Interviewing Skills Lesson Plan

<b>Topic:</b> Interviewing Skills	<b>Grade Range:</b> 11 <sup>th</sup> -12 <sup>th</sup> grade resource students	<b>Time Frame:</b> 5-6 class periods
<p><b>Common Core Standards:</b> (Domain, Standard, Cluster)            Domain: College and Career Readiness Anchor Standards for Speaking and Listening            Standard: Comprehension and Collaboration            Cluster Objective: 3. Evaluate a speaker’s point of view, reasoning, and use of evidence and rhetoric. (Grade 11-12)            Standard: Presentation of Knowledge and Ideas            Cluster Objective: 4. Present information, findings, and supporting evidence such that listeners can follow the line of reasoning and the organization, development, and style are appropriate to task, purpose, and audience.            6. Adapt speech to a variety of contexts and communicative tasks, demonstrating command of formal English when indicated or appropriate. (Grade 11-12)</p> <p><b>Learning Objective/Outcome:</b> Upon completion of this unit, students will be able to successfully participate in a mock interview.</p>		
<p><b>Key Vocabulary:</b>            Engagement, punctual, mock interview, professional dress, body language, portfolio, resume, personal weakness, word choice, tone, posture</p>	<p><b>Materials:</b> computer access, smart board, you tube videos, Mock Evaluation Form, 5 part interview, Pretest Interview Skills</p>	
<p><b>Higher Order Questions:</b>            What are the different purposes of interviews?            How are you rated during an interview?            What are some possible questions you could be asked for a job or college interview?</p>		

### Lesson Activities:

**Building Background/Motivation:** These students are quickly approaching high school graduation and both need and want to find a job or go to college. Good interview skills will help them to do this. Prior to this lesson, students have practiced filling out job applications as well as created personal resumes to be used. They have also conducted personal surveys to learn more about themselves and what jobs they would enjoy or be successful at.

**Presentation:** (How is the new material being introduced? Strategies? Scaffolding? Steps in lesson...)

Day 1-Give the students the attached pretest with interview questions to complete. Following the completion of the pretest, discuss the students’ answers. Ask the students what they think the purpose of an interview is? (hiring for a new job, promotion, college admission, scholarship, etc.) If students have participated in an interview, ask them to share their experience and the outcome.

Day 2-Hand out copies of The 5-Part Interview (attached) and ask the students to read the steps aloud and discuss each step. (This may take an additional day depending on the conversations and time frame allotted for each class).

Step 1: Before the interview – After reading this section, critique the outfits of the day and why or why not people are dressed appropriate. Were they on time to class? Were they prepared for the day’s lesson (HW complete)?

Step 2: The Start of the Interview – Did you greet the teacher when you entered? How is your posture? Are you chewing gum? Fidgeting? Use this time to get up and practice your handshake and introduction. Have the students practice with each other and when they are confident they have it, they can introduce themselves to the teacher.

Step 3: The Interview (Middle) – Again how is your posture? Are you engaged? (More practice with this section will come later in the unit.)

Step 4: The Interview (End) – Are you clear on instructions when leaving the room? Do you know how to contact your teacher if needed? (More practice with this section will come later in the unit.)

Step 5: The Follow-up – Do you check with your teacher on grades after you turn in an assignment?

Day 3-Brainstorm different questions that employers will ask during an interview for a job. Let the students control this discussion and try to interject as little as possible. After they have agreed on 10 questions to ask, lead a discussion on each question and why it should be asked in an interview. Have the students explain their reasons and give examples of a response that would be ideal. There are many websites that have ideas for interview questions and tips. In the “Resources” section there are two that we found helpful.

Day 4-Review by watching the Do’s and Don’ts of interviews from the YouTube video listed below or another similar video if you prefer. Critique the dress of the students to see if they have “Interview” appropriate clothes, make-up, or jewelry. Review the mock interview and evaluation form for the practice round of interviews for the next day. View different interviews and have the students “grade” each interview. Some YouTube videos are listed below but many more can be found on YouTube.

Day 5-Have students practice interviewing each other and each student will interview with the teacher for a grade. Allow students to reflect on how their interview with the teacher went and what needs to be fixed before the final assessment which will be the culmination of the entire unit.

**Student Activities:** (Meaningful activities, interactions, structures/strategies, practice and application, feedback...)

- Pretest and discussion of questions

- Viewing and critiquing YouTube videos
- Practice interviews in the classroom

**Review and Assessment:** (Review of objectives and vocabulary, assess learning, measurement tools...)  
Mock interview evaluation form

**Interventions/Extensions:** (How are you reaching every learner?)

If a video camera is available, students might learn from and enjoy watching a video of their mock interview.

If you have students that are mature and can be professional, they can interview each other and decided if they would hire the candidate based on the interview.

If needed, any of the above days can be spread out over more days to help the students prepare and be comfortable with the interview process.

### **Resources:**

#### 5 Part Interview and Mock Interview Evaluation

[http://www.ccd.me.edu/careerprep/CareerPrepCurriculum\\_LP-6.pdf](http://www.ccd.me.edu/careerprep/CareerPrepCurriculum_LP-6.pdf)

#### YouTube videos

<http://www.youtube.com/watch?v=Gww2vrIhjeU> pretty good-shows a bad interview and then a good one. The interviewer does the exact same both times. 7 minutes

How to answer the question "Tell me about yourself"

<http://www.youtube.com/watch?v=tDhbLdFJAF4>

The interviewee makes the mistakes with suggestions written for improvement.

[http://www.youtube.com/watch?v=ckHT\\_omM\\_R4&feature=grec\\_index](http://www.youtube.com/watch?v=ckHT_omM_R4&feature=grec_index) 1 minute

<http://www.youtube.com/watch?v=S1ucmfPOBV8&feature=related> 4 minutes Dos and Don't of interviews: How to dress, proper handshake, Key questions and how to answer them, Key suggestions GOOD

#### Interview Question Tips

<http://www.denham.net/15-tips.html> - Common questions and how to answer them.

[http://www.ccd.me.edu/careerprep/CareerPrepCurriculum\\_LP-6.pdf](http://www.ccd.me.edu/careerprep/CareerPrepCurriculum_LP-6.pdf) - List of interview questions often asked and ones that applicants can ask.

## Pretest-Interview Skills

1. Why should we hire you over the other applicants?
2. What are your goals? Where do you see yourself in \_\_\_\_\_ years?
3. How would you describe yourself?
4. What are your weaknesses?
5. Tell me about a recent conflict and how you handled it?

## 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

1. 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!
2. Know where you are going. Drive by the site of the interview a day or two before the interview.
3. Arrive 5 - 15 minutes early.
4. 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.
5. 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)

6. Inform the secretary/receptionist that you have an interview, whom it is with, and the time of the interview.
7. 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.
8. 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.
9. When all else fails: SMILE!!
10. 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)

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

13. Know your resume and portfolio well and be prepared to answer questions about them.
14. Don't be a know-it-all! Express your willingness to learn!
15. Be honest with all answers. Experienced interviewers can see right through "little white lies."
16. Be thorough with your answers. Never answer with just a "yes" or "no." Always provide explanations and examples.
17. If you don't understand the question, ask the interviewer to explain.
18. Pay close attention to what the interviewer is saying.
19. 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.
20. Watch for illegal questions, such as information about your age, religion, race, ethnicity or marital status.
21. 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.
22. 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)**

23. Ask the job-related questions you prepared for the interview.
24. 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.
25. 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.
26. Make sure the interviewer knows how best to contact you and that you are available for any additional information that may be needed.
27. 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**

28. Send the interviewer a thank-you letter soon after the interview.
29. 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.