

Lesson Plan

Becoming a Pro Interviewer

Sub-Indicator 9.4 Postsecondary Career Training Education

Common Core Standard

Students will initiate and participate effectively in a range of collaborative discussions (one-on-one, in groups, and teacher-led) with their peers expressing their own clearly and persuasively.

CCSS.ELA-LITERACY SLL 11-12.1

Learning Objective(s)

Students will be able to have a written script on how they will disclose their disability to a potential employer or school.

Materials

- Reflection Sheet
- Interview Questions
- SmartBoard, projector, [video](#)
- Writing materials, computer

Opening Activity – Whole Group, 5-10 Minutes

Activity Purpose: This activity helps youth to understand the interview process with a potential employer, program or school.

Description of Activity:

1. Say to the youth, today we are going to be talking about how to have a successful interview whether this is for a job or a program or a school.
2. We will be watching a quick video on Anya who is going through an interview process. While watching the video keep in mind the things that the narrator points out.
3. I would remind students that although this video focuses on an employment interview, these steps and tips can be used for a post secondary education or program interview too.



Opening Activity - continued

4. Show the [video](#)
5. Once youth have watched the video, have a quick discussion on what Anya did well during the interview.

How will students demonstrate their learning?

1. This activity gives background information on the subject matter which will facilitate the learning in activity 1.

Activity 1 - Whole or Small group, 15 minutes

Activity Purpose: Youth will generate a helpful tip sheet on what to do or say during an interview.

Description of Activity:

1. The adult will lead youth as a facilitator (if it is a whole group) and ask the youth what types of things they should say or do in an interview. Someone should take notes so there is a visual representation of the ideas shared.
2. If the youth are split into groups make sure that the youth has writing materials so that each group can create a list of helpful things to say or do during an interview.
3. Once each group is done with their list then have each group share and generate a class list of helpful things to say or do during the interview.
*If youth are split into groups then the adult should be walking around and monitoring each group and ensuring they stay on track in generating a group list of things to say and do in an interview.

How will students demonstrate their learning?

1. This small group/whole group activity facilitates the learning for activity 2.

Activity 2 - Partner Work, 20 minutes

Activity Purpose: Youth will demonstrate their knowledge by working with a partner and practicing being the interviewer and interviewee in a mock interview.

Description of Activity:

1. Youth can choose a partner or the adult can choose the partners for each youth.
2. Once youth have a partner then give them each of mock interview practice sheet.
3. The adult can explain that there are no wrong answers and this is just practice. Follow the mock interview sheet and one person is the interviewer and the other person is the interviewee.
4. The adult can monitor each partner group.

*The adult can also extend this activity to the following class period and have youth record themselves being the interviewer and interviewee with each other.

How will students demonstrate their learning?

1. This activity can be used as an assessment to see how well the student interviews during a mock interview by answering the sample questions.

Closing Activity - Individual Activity, 5 minutes

Activity Purpose: Youth will complete a reflection sheet on their experience and new knowledge with an interview process

Description of Activity: This activity asks youth to reflect on their experience of the interview process.

1. Youth should be able to fully complete this reflection sheet independently.
 2. Adults can prompt when needed and students should be able to use the generated class list in activity 1 and the question sheet from the mock interview practice.
- * This activity is used as a wrap-up and closing activity.

How will students demonstrate their learning? This is an individual activity that demonstrates students have an understanding of what they learned about the interview process and how they are going to use their new knowledge in their next interview.

Mock Interview Script and Practice

Directions: With a partner take turns being the interviewer and interviewee. Interviewer be sure to allow time for the interviewee to answer each question before moving to the next question. Interviewee you can use the sample list of employer questions to ask the interviewer a few questions. Remember this is all practice so there are no wrong answers.

Interviewer: Hello I am (Mr./Mrs. Jones)

Interviewee Hello, I am _____.

Interviewer: It's nice to meet you.

Interviewee: It's nice to meet you too.

Interviewer: Let's get started why don't you tell me about yourself.

What are your strengths?

What are your weaknesses?

What qualifications do you have that make you think you will be successful?

Why do you want this job?

Where would you like to be in your career five years from now?

Why should we hire you?

What is one job you have enjoyed the most and why?

What were the responsibilities of your last position?

Do you have any questions for me?

Mock Interview Script and Practice

QUESTIONS TO ASK DURING AN INTERVIEW

Matching Qualifications/Strengths

- What qualities are you looking for in new hires?
- What characteristics does a successful person in your organization possess?
- What are your expectations of new employees?
- What are some of the achievements made by employees in this position in the past?

Fit

- Describe the ideal candidate for this job.
- What is the organization's attitude about advancing people from within?
- How would you describe the overall work atmosphere?
- What tasks will occupy the majority of my time?

Hiring Process

- What is the next step in the hiring process?
- Do you have any questions or concerns about my ability to do this job that would prevent us from moving to the next step in the process?
- When do you want to have the position filled?

Position Information

- What would a typical day's work look like in this position?
- Will I work as part of team and if so, who will be in the group?
- What are the three top goals you've set for this position for the coming year?
- What are the biggest challenges I'll face in this position?

Management

- How will my performance be evaluated?
- How would you describe your organization's personality and management style?
- Is there a current organizational chart available for the company/ this department?

QUESTIONS TO AVOID

Avoid asking specific questions on salary, benefits, perks, vacation time, or focus too much on the compensation during the preliminary interview process.

*Taken from UNC Career Services Sample Interview Questions Sheet from <https://www.unco.edu/career/pdf/sample-interview-questions.pdf>

Reflection Sheet

1. After this lesson how confident do you feel about going through the interview process (Circle one).



2. What do you think was your best interview answer that you gave to your interviewer?

3. What do you think was your best interview question that you asked the interviewer?
