This activity will help students prepare for a job interview. Complete each section by following the instructions below.

**LEARNING GOALS:**

1. Students will develop interview skills necessary for the work force.
2. Students will practice interview skills in a mock interview setting.

**MATERIALS:**

* Writing tools
* **Handout [A] – Interview Skills**

**INSTRUCTIONS:**

1. Give students **Handout [A]**, and as a class, discuss Important Things to Remember When Interviewing [A]
2. Have students choose a job that they could currently apply for (e.g. apprentice, teaching assistant, food service, retail sales, marketing promotions etc.)
3. Have students complete section [B] Structuring an Answer individually
4. Put students in pairs and have them take turns asking each other the questions and stating their answers from [B] as if in an interview setting

*\*\*See below for Mock Interview Rubric*

**MOCK INTERVIEW RUBRIC**

Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **CRITERIA** | **Level 4** | **Level 3** | **Level 2** | **Level 1** |
| **DOCUMENTS**  | All documents are clearly relevant and demonstrate required skill with an excellent explanation. | Documents are on the right track. Most documents demonstrate required skill. There are good explanations. | Documents are only vaguely relevant. Some documents demonstrate required skills and there is a satisfactory explanation. | Documents are not relevant. Documents do not demonstrate a required skill. There are poor explanations. |
| **UNDERSTANDING** | Knowledge of the field is excellent and extensive research is exhibited. | Knowledge of the field is good. Strong research exhibited. | Knowledge of the field is satisfactory and adequate research is exhibited. | Knowledge of field is limited and minimal research exhibited. |
| **CLARITY**   | Presentation is highly articulate confident and enthusiastic. The body language compliments the speech. Student is very professional and makes eye contact fully. | Some hesitation in presentation. Speech is clear and confident. Body language is mostly effective. There is good eye contact. | Speech is not very smooth and lacks confidence. The body language is poor and eye contact is limited. | The speech was ineffective, the body language was inappropriate and there was no eye contact. |
| **QUESTION/****ANSWERING** | Answers clearly on target with excellent clarity with exceptional examples. | Answers are reasonably clear and effective with specific examples. | Answer is a little vague. There was no specific example given. | The answer misses the mark. They were confusing and unclear. They were ineffective or inappropriate. |

Teacher Comments:

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**HANDOUT [A] - INTERVIEW SKILLS**

**[A] IMPORTANT THINGS TO REMEMBER WHEN INTERVIEWING:**

* **Be prepared** – Devise questions you think you may be asked along with possible answers and remember to relate every answer to the job
* **Be knowledgeable** – Research the company website and any relevant news articles and have a full understanding of the position you applied for
* **Be proactive** – Prep a list of any questions you may have before you interview and make note of any questions that come up during the interview
* **Be punctual** – it is crucial to arrive at least 10 minutes early
* **Be professional** – dress professionally and maintain a professional attitude
* **Be positive** – turn every negative into a positive. E.g. not familiar with Microsoft Office and it’s a requirement of the job? Tell the employer the truth but also let him/her know that you’re a quick learner

Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Class: \_\_\_\_\_\_\_\_\_\_Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**[B] STRUCTURING AN ANSWER**

Answer each question below by giving ***specific examples*** of what is being asked, don’t make general statements.

1. Tell me about yourself? (E.g. I am a hard worker. I study very hard for school and as a result I am an A student)

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1. How would a friend or teacher describe you?

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1. Why should I hire you for this job?

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1. Describe your most rewarding junior high or life experience.

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1. If you were hiring for this position, what qualities would you look for?

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1. What have you learned from participation in extracurricular activities?

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1. Give an example of a major problem you have encountered and how you dealt with it.

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1. Tell me of a time where you experienced a conflict with a fellow worker or friend and how you resolved it?

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9. What is your greatest weakness? What is your best strength?

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\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

10.Do you have any questions for us?

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