



Connect with Kids

# WebSource

For the Classroom

## College and Career Readiness Interview Skills

### Discussion Questions

- Have you ever been on an interview?
- A career portfolio contains examples of all of your best work, and can help you with your current job or help you with lining up your next job. Do you have a portfolio?

### Activity: Building Your Portfolio

Students will demonstrate knowledge of what needs to go in a portfolio for their desired careers.

#### MATERIALS

- Computer access

#### PROCEDURE

1. Explain to the class that some jobs require the interviewee to bring along a portfolio of materials that represent their skills. Begin this exercise by asking students to list the skills that they could bring to a job. Then have each student list sample materials that might represent that skill for inclusion in a personal portfolio (i.e., a well-written paper to demonstrate writing skills, a letter of recommendation from a coach, teacher or youth group leader to demonstrate commitment and dedication, a transcript and/or listing of awards and recognitions to demonstrate accomplishments.)
2. Next, look online for a current job position being advertised. Place your school zip code in the search box on this site: [http://www.snagajob.com/student-jobs?ref=msn\\_students\\_hs\\_test1\\_control](http://www.snagajob.com/student-jobs?ref=msn_students_hs_test1_control) or <http://www.snagajob.com/job-search/w-new+york,+ny/q-part+time>
3. Click open some of the help wanted ads. What qualifications is this employer seeking? How does your personal portfolio demonstrate your qualifications? What would you like to add to your portfolio?
4. As an extension assignment, request that students create a portfolio binder or folder containing items that demonstrate their skill set, attributes and accomplishments. Ask that students bring those portfolio collections to share in the next advisory or classroom session.