



WebSource

For the Classroom

College and Career Readiness: Interview Skills

Discussion Questions

- Have you ever been on an interview? What was it for?
- Did you prepare for it? If so, how?
- What interviews might be in your future?
- How does that prospect make you feel?

Activity: Interview 411

Students will demonstrate knowledge of how to properly prepare for an interview.

PROCEDURE

1. Explain to the class that when it comes to interviews, confidence and preparedness is key. It is extremely important to be prepared at least the day before the interview. As a class, come up with a list of all the ways students should prepare the day before. Suggestions include:
 - Choose the outfit to wear to avoid scrambling at the last minute to find something.
 - Know the location of the interview and how to get there. You might even want to do a trial run.
 - Get a good night sleep the night before the interview.
 - Eat before the before the interview to provide energy.
 - Bring the appropriate materials. They may be asked to provide a resume or review a portfolio.
 - Develop a list of possible questions from the interviewer and practice answering them.
 - Prepare questions to ask the interviewer. An interview is a two way street, and although they are being interviewed to see if they are right for the job, they also have to decide if the job is right for them.
 - Research and become familiar with the company, school or position for which you are interviewing.
2. Then, as a class go back through the list and discuss each bullet point. Give the class examples of jobs and ask them what style of clothes they should wear for that specific job. Example: If I am going to interview for a teaching position, what should I

wear? Business casual? Jeans and a T-shirt? Etc. Use students in the class as examples for what they should and should not wear to specific interviews. Example: If someone is wearing a dress, ask the class if it is appropriate to wear to an interview for carpentry, teaching, etc.

3. Continue the discussion by explaining that an interview starts from the moment they walk in the door. It is important to behave professionally and represent themselves the best they can. Teach the students how to properly exchange a handshake. Students should know to ALWAYS shake hands with each introduction. Handshakes should be firm and not limp. Students should know to always make eye contact when shaking someone's hand. They should also repeat the name of the person they are meeting. Example: Hi Ben, I'm Alex. It's nice to meet you.
4. Have students practice the firm handshake. Remind students to maintain eye contact and repeat the name of the person they are interviewing with.
5. While in the interview, remember to sit upright with good posture. Students should refrain from fidgeting during the interview. Remind students to turn off their phone to assure that beeps, messages and ringtones do not distract or interrupt.
6. Next, have students also practice asking each other the common interview questions so they can be prepared to answer the best they can when it comes time. Examples might include the following:
 - So, tell me about yourself.
 - What are three strengths and weaknesses you have?
 - If your co-workers or friends were here, what would they say about you?
 - What motivates you to do a good job?
 - Describe a challenge you have had and how you dealt with it.
 - Explain why I should hire you for this job/admit you to this school.
7. Ask for volunteers to answer a question or two. Ask the volunteer how the experience felt and ask the class for constructive criticism – and compliments.
8. Copy and share the Interview 411 task chart to help your students prepare for their next interview opportunity.



Interview 411

Task	Notes
The Outfit: What I am going to wear.	
The Location: Where is the interview and how do I get there?	
Materials: What do I need to bring?	
Their Questions/My Answers: Develop a list of possible questions and answers.	
My Questions: What do I need to ask the interviewer to demonstrate my interest?	
Research: What I need to know about this organization.	