

Interviewing Skills

This lesson is designed to help students practice their interviewing skills for a job or college admission interview. Students will work with a partner to practice answering questions for a chosen profession or college/university.

OBJECTIVES

Students will:

1. Learn about techniques and strategies that will help them prepare for an interview
2. Use their Interests and Values assessments results in the Career Search to select a career they might be well-suited for or use their College List to select a college they're interested in to prepare for a mock interview
3. Evaluate the types of questions they might be asked at a job or college interview
4. Create a list of questions one might ask them at a job or college interview and conduct a mock interview with a peer using those questions and the techniques and strategies learned about in the lesson

ACTIVITIES

PART 1

Content Knowledge

Ask students to write a reflective response to the following prompt:

How do you think you should conduct yourself at an interview? What should you be prepared for?

Ask volunteers to discuss the information they wrote about in their responses. Next review these interview tips:

- Dress professionally
- Research the company or college you are interviewing with in order to be prepared for your interview
- Be on time for your interview. Arriving late does not look good to an employer. Try to be there at least 15 minutes early
- Make sure to be concise with your responses, but make sure that you thoroughly sell yourself
- Be conscientious of your body language: sit up straight, maintain eye contact, enunciate, don't touch your face, don't fidget, etc.
- Have at least two follow-up questions to ask of the person interviewing you
- Thank each interviewer before you leave. Also thank them again via email or postal mail

Grade Level: 10 - 12

MEFA PATHWAY LINKS FOR LESSON:

- My College List
- Career Search

SUBJECT AREAS:

- Career Exploration

MATERIALS NEEDED:

- Internet connection to work with the MEFA Pathway website
- Interview Grading Rubric (attached)

Email any questions to:
info@mefapathway.org

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LESSON PLAN

PART 2

Applying Information

Students should decide whether they want to conduct a mock interview for a job or college. If preparing for a college interview, review My College List to select a college to practice for. If preparing for a job interview, use the Career Search and the What are Your Interests? and What are Your Work Values? assessments results to select a career

PART 3

Evaluating Information

After deciding whether they want to conduct a mock job or college interview, students will write at least seven questions that one might ask them at their interview. Their questions should be specific to the job or college they've chosen.

PART 4

Critical Thinking/Creative Application

Students should use the questions they've written in order to conduct a mock interview. The student will be the interviewee and a partner will be the interviewer. The instructor will evaluate the interview based on the rubric. The interviewee is expected to dress professionally, speak clearly, and be professional while answering questions.

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Interview Grading Rubric

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CATEGORY	EXCELLENT 4	GOOD 3	SATISFACTORY 2	NEEDS IMPROVEMENT 1
Appearance & Poise	The interviewee is dressed professionally, is confident, and maintains good eye contact.	The interviewee is dressed somewhat professionally, is mostly confident, and mostly maintains good eye contact.	The interviewee is not dressed professionally, is somewhat confident, and sometimes maintains good eye contact.	The interviewee is not dressed professionally, is not confident, and does not maintain good eye contact.
Delivery & Language	The interviewee speaks properly, enunciates, responds appropriately (not too much or too little wait time), and does not use distracting mannerisms.	The interviewee mostly speaks properly, enunciates, responds appropriately (not too much or too little wait time), and does not use distracting mannerisms most of the time.	The interviewee sometimes speaks properly, sometimes enunciates, sometimes responds appropriately (not too much or too little wait time), and sometimes uses distracting mannerisms.	The interviewee speaks improperly, does not enunciate, responds inappropriately (too much or too little wait time), or uses distracting mannerisms.
Presentation of Self	The interviewee answers each question asked of them appropriately, sells their set of skills, appears prepared and knowledgeable, and appears to be qualified for the position.	The interviewee mostly answers each question asked of them appropriately, adequately sells their set of skills, is somewhat prepared and knowledgeable, and appears mostly to be qualified for the position.	The interviewee sometimes answers each question asked of them, sometimes sells their set of skills, is somewhat prepared or knowledgeable, and is semi-qualified for the position.	The interviewee does not answer each question asked of them, does not sell their set of skills, is not prepared or knowledgeable, and is not qualified for the position.

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