

# Learning About Interviews

This lesson is designed to help students learn about interviews and how to prepare for them.

## OBJECTIVES

Students will...

1. Learn about different types of interviews.
2. Explore ways to prepare for an interview.
3. Learn about five commonly asked interview questions.
4. Practice answering interview questions to be better prepared for real-world interviews such as for college or employment.

## ACTIVITIES

### PART 1

#### Content Knowledge

Class discussion:

Interviews are used for a variety of applications. Whether you are applying for college or your dream job, you may have to complete an interview. The interview process provides the interviewer with the information needed to see if a candidate is the right fit for a job, college, scholarship etc.

Have students read MEFA's webpage, [College Interview Tips](#) to learn about the different types of interviews, the process, and to view sample questions.

Grade Level: 12

#### MEFA PATHWAY LINKS FOR THIS LESSON:

- My Journal
- Calculator

#### DOMAIN:

- College & Career Exploration

#### TIME:

- 45 minutes

#### MATERIALS NEEDED:

- Internet connection to work with the MEFA Pathway website
- MEFA's webpage, [College Interview Tips](#)

#### FUTURE READY SKILLS:

- Communication
- Self-Management
- Evaluating

#### VOCABULARY:

- Interview
- Weakness
- Challenge
- Strength
- Leadership
- Informative interview
- Evaluative interview
- First impression

Email any questions to:  
[k12support@mefa.org](mailto:k12support@mefa.org)



# LESSON PLAN

## PART 2

### Applying Information

Review with students the included handout *5 Commonly Asked Interview Questions and Tips*. Provide an example answer to one or two of the five interview questions.

Have students decide whether they want to practice the questions for college or for a job. Students should choose 2 questions they would like to practice and take 15 minutes to prepare talking point for each question. Students should then log into *MEFA Pathway* and create an entry in their *My Journal* under the *About Me* tab with the questions & talking points.

## PART 3

Break students into groups of two and have them take turns conducting a 10-minute mock interview. Students should use some of the questions from the *5 Commonly Asked Interview Questions and Tips* handout. They can also use the *Sample Interview Questions* to conduct their mock interviews. The interviewer should pay close attention to the interviewee's answers to be sure they are following the tips provided in the handout. Have students record their interviews so they can review them and improve based on feedback.

## PART 4

### Evaluating Information

Have students listen to their recorded interviews and review feedback received from the group. Students should then create an entry in their *My Journal* under the *Create Profile* tab with what they would improve upon next time. Encourage students to continue to practice interview questions outside of the classroom with a different audience, such as a family member.

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## 5 Commonly Asked Interview Questions and Tips

Question	Tips
What is a mistake you have made and how have you learned from it?	<ul style="list-style-type: none"><li>• Choose a real incident that happened at work or school</li><li>• Explain exactly what you did to remedy the mistake</li><li>• Talk about what you learned from that experience</li></ul>
How do you handle challenging situations?	<ul style="list-style-type: none"><li>• Talk about specific strategies that help you deal with challenges</li><li>• Try to include an example of a challenging situation you handled</li></ul>
Share a time you demonstrated leadership.	<ul style="list-style-type: none"><li>• Talk about strengths and use examples</li><li>• Provide qualities that haven't yet come up in the interview</li></ul>
What are three words your peers would use to describe you?	<ul style="list-style-type: none"><li>• Talk about strengths and use examples</li><li>• Provide qualities that haven't yet come up in the interview</li></ul>
Do you have any questions for me?	<ul style="list-style-type: none"><li>• Be sure to ask at least 1 question</li><li>• Ask questions that are not included in the job description, and demonstrate interest and engagement</li><li>• Prepare your questions ahead of time</li></ul>

### Sample Interview Questions

1. Tell us about yourself.
2. What are your strengths and weaknesses?
3. What makes you a good fit for this position?
4. What did you like best and least about your last job (if you have had a job in the past)?
5. Tell me about a time that you were criticized and how you reacted.
6. How do you keep yourself organized and on task?
7. What kind of work environment are you looking for?
8. What are three words your friends, family, and previous coworkers would use to describe you?
9. What qualities do you believe make a good leader?
10. Do you have any questions for us?

# Learning About Interviews

## Grading Rubric

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CATEGORY	EXCELLENT 4	GOOD 3	SATISFACTORY 2	NEEDS IMPROVEMENT 1
Sequencing of Information	The information is organized in a clear, logical way.	Most information is organized in a clear, logical way.	Some information is logically sequenced.	There is no clear plan for the organization of information.
Effectiveness	The entry includes all material needed to give a good understanding of the topic.	The entry is lacking one or two key elements.	The entry is missing more than two key elements.	The entry is lacking several key elements and has inaccuracies.
Font Choice & Formatting	Font formats (size, bold, italic) have been carefully planned to enhance readability and content.	Font formats have been carefully planned to enhance readability.	Font formats have been carefully planned to complement the content. It may be a little hard to read.	Font formatting makes it very difficult to read the material.
Conventions. Student uses proper grammar, punctuation, and spelling.	The entry has no misspellings or grammatical errors.	The entry has 1- 2 misspellings, but no grammatical errors.	The entry has 1- 2 grammatical errors but no misspellings.	The entry has more than 2 grammatical and/or spelling errors.