

Learning About Interviews



Grade Level:

 8, 12

Domain:

 College & Career Exploration

TIME:

 45 Minutes

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 those for college or employment.

MEFA Pathway Activities

- My Journal
- My Digital Portfolio
- My Documents

Materials Needed

- Internet connection
- MEFA's article, [College Interview Tips](#)
- *5 Commonly Asked Interview Questions and Tips* handout (attached)

Vocabulary

- Interview
- Weakness
- Challenge
- Strength
- Leadership
- Informative Interview
- Evaluative Interview
- First Impression

Future Ready Skills

- Evaluating
- Communication
- Self-Management

PART 1

CONTENT KNOWLEDGE



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 article, [*College Interview Tips*](#) to learn about the different types of interviews, find out about the process, and view sample questions.

PART 2

APPLYING INFORMATION

Review with students the *5 Commonly Asked Interview Questions and Tips* handout (attached). 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 two questions they would like to practice and take 15 minutes to prepare talking points for each question.

Students should then log in to MEFA Pathway and click on **My Journal** under the *About Me* tab and create a journal entry detailing the questions they selected and their talking points.

PART 3

EVALUATING INFORMATION

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 and then provide feedback after the interview. Have students record their interviews.

PART 4

CRITICAL THINKING/CREATIVE APPLICATION

Have students listen to their recorded interviews. Students should then click on **My Journal** under the *About Me* tab and create a journal entry about the feedback they received from their interview and what they could improve upon for next time. Encourage students to practice answering interview questions outside of the classroom with a different audience, such as a family member.

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

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?

GRADING RUBRIC FOR JOURNAL ENTRIES

CATEGORY	EXCELLENT	GOOD	SATISFACTORY	NEEDS IMPROVEMENT
	4	3	2	1
Description	Offers a vivid, detailed, and insightful description of the experience, setting the stage for deeper reflection.	Provides a clear and detailed account of the experience, including relevant details.	Clearly describes the experience, event, or learning.	Offers a limited description of the experience.
Analysis	Engages in critical thinking, questioning assumptions, and demonstrating a thorough understanding of the learning.	Connects the experience to personal learning and raises some insightful questions.	Attempts to analyze the experience but may lack depth or clarity.	Superficial analysis, lacking deeper thought.
Future Application	Formulates clear, actionable plans for utilizing new insights and knowledge in future learning and experiences	Identifies specific ways to apply the learning to future situations or goals.	Suggests some possible connections to future learning or practice.	Makes no clear connection to future learning/action.