

B13-L2

Job Interview	Core Competency: B13	Level 2, Intermediate
Complete a job interview		
Time to complete: 180 minutes		
Objectives	Upon completion of this lesson students will be able to: <ol style="list-style-type: none"> 1. Complete an interview 2. Reflect on the interview process 	
Cross Competencies	G39 Identify how best to achieve marketable occupation skills for an entry-level job G51 Demonstrate politeness and civility H60 Demonstrate punctuality and good attendance practices H65 Demonstrate listening skills which will result in gaining a clear understanding of information being conveyed	
State Standards	Career and Vocational/Technical Education: Content Standards 3 and 5 Workplace Competencies: Content Standards 3 and 6	
Resources		
Materials in Lesson Plan	Other Supplies Required	Supplemental Resources
<ul style="list-style-type: none"> • B13L2HO1 The Interview Process • B13L2HO2 Questions, Questions • B13L2HO3 Thank You Letter • B13L2WS1 How Did I Do? • B13L2ACT1 Mock Interview • B13L2R1 Interview Rubric 	Video tape equipment	<ul style="list-style-type: none"> • <i>The Job Hunting Handbook</i>, 4th Edition, Dahlstrom & Co.

MCA	Portfolio Project	Guest Speakers	Program of Work
		Invite a guest speaker to speak about "appropriate dress and behavior for a job interview."	
Civic Engagement	Indian Education for All	Career Pathways	Competitive Events

Suggested Instructional Approach		Notes
Introduction	An interview is a meeting between an employer and an applicant to discuss a job. While job interviewing for most people may not seem to “come naturally,” there is much students can do to increase their effectiveness as a candidate. Applicants must plan in advance to market themselves. It is a form of recognition and an opportunity for the students to gain something valuable without risking anything but their time.	
Preparation	<ul style="list-style-type: none"> • Make copies of student handouts. • Make preparations for mock interviews • If you will be doing supplemental activities, make copies or arrange for the resource. 	
	<ol style="list-style-type: none"> 1. Tell students that today they are managers of a business, and they will be interviewing prospective employees. 2. Ask students to write a list of questions that they will ask the employees. 3. Ask students to think of a way to rate applicant answers. 4. Allow students time to write questions. 5. Have students share their questions and ideas on how to rate the interviews. 6. Discuss with students the “intangibles” that employers evaluate during an interview; i.e. poise, presentation, confidence 7. Distribute B13L2HO1 The Interview Process. Review the information with students. 8. Distribute B13L2HO2 Questions, Questions. Review the information with students. Discuss other alternatives for answers. When it comes to the hard questions practice answers that are honest, but succinct, and which reflect the student taking responsibility and not making excuses. 9. Have students pair up and practice responses to the sample questions. 10. Discuss the mock interviews and expectations for students. 11. Conduct the mock interviews. B13L2ACT1, determine which level you would like them to complete. Video tape if possible. 12. If bringing in employers, they may use B13L2WS2 Interview Rubric. 13. After students complete the mock interviews, they should complete B13L2WS1 How Did I Do? 14. After students have completed the reflection, provide feedback from the interviewers and an opportunity to review videos if available. 15. Multiple opportunities for practice will be beneficial. Consider scheduling more than 1 kind of mock interview. 	

<p>16. Complete reflections and feedback from mock interviews 17. Students should write a thank you letter, using <u>B13L2HO3 Thank You Letter</u> as a reference.</p>		
Assessment	Completion of Interviews/Thank you letter	
Supplemental Activities	<ul style="list-style-type: none"> • Invite a guest speaker to speak about “appropriate dress and behavior for a job interview.” • Have students prepare a poster showing the proper interview dress for their top three career choices. 	