This activity will help students prepare for a job interview. Complete each section by following the instructions below. Related Lessons: *see “Famous Person Interviews”*

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Teacher Led** | **X** | **Requires Computer** | X | **Requires myBlueprint.ca** | X |

**LEARNING GOALS:**

1. Students will develop interview skills necessary for the work force.
2. Students will practice interview skills in a mock interview setting.

**CORE COMPETENCIES:**

* Communication

**MATERIALS:**

* Writing tools
* Computer, tablet, or mobile device
* **Handout [A] – Interview Skills**
* Mock Interview Rubric

**INSTRUCTIONS:**

1. Give students **Handout [A]**, and as a class, discuss Important Things to Remember When Interviewing [A]
2. Have students choose a job that they could currently apply for (e.g. apprentice, teaching assistant, food service, retail sales, marketing promotions etc.)
3. Have students complete section [B] Structuring an Answer individually
4. Put students in pairs and have them take turns asking each other the questions and stating their answers from [B] as if in an interview setting
5. Have students present this mock interview to the class

**EXTENSION ACTIVITY**:

1. Ask students to log in to their myBlueprint account by visiting [www.myBlueprint.ca](file:///C:/Users/Daphnee%20Morin/Downloads/www.myBlueprint.ca).
2. Have students select **Portfolios** from the Home section and select their ‘Core Competencies’ portfolio (If students don’t have a ‘Core Competencies’ portfolio, have them create a new portfolio titled ‘Core Competencies by clicking **+ Add Portfolio**).
3. Ask students to add a recording (audio or video) of their mock interview to their portfolio **(+ Add Box > Add Media +**)
4. Have students add a reflection to their portfolio artefact (**+Reflections**) to answer the following prompts:
   1. Describe how you collaborated with your partner during the Mock Interview.
   2. How did you show that you are an active listener during the Mock Interview?
   3. What worked well when you answered the mock interview questions?
   4. Describe the feedback you provided to your partner after they answered the Mock Interview questions.
   5. What would you do differently next time you are answering questions about yourself in an interview setting?
   6. Knowing the interview skills that you know now, what strategies would you use to help present your strengths and interests in a future interview?
   7. Identify an area that you would like to improve/develop further and create an “I” statement (I would like to continue to improve my communication skills by…)

**MOCK INTERVIEW RUBRIC**

Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **CRITERIA** | **Level 4** | **Level 3** | **Level 2** | **Level 1** |
| **DOCUMENTS** | All documents are clearly relevant and demonstrate required skill with an excellent explanation. | Documents are on the right track. Most documents demonstrate required skill. There are good explanations. | Documents are only vaguely relevant. Some documents demonstrate required skills and there is a satisfactory explanation. | Documents are not relevant. Documents do not demonstrate a required skill. There are poor explanations. |
| **UNDERSTANDING** | Knowledge of the field is excellent and extensive research is exhibited. | Knowledge of the field is good. Strong research exhibited. | Knowledge of the field is satisfactory and adequate research is exhibited. | Knowledge of field is limited and minimal research exhibited. |
| **CLARITY** | Presentation is highly articulate confident and enthusiastic. The body language compliments the speech. Student is very professional and makes eye contact fully. | Some hesitation in presentation. Speech is clear and confident. Body language is mostly effective. There is good eye contact. | Speech is not very smooth and lacks confidence. The body language is poor and eye contact is limited. | The speech was ineffective, the body language was inappropriate and there was no eye contact. |
| **QUESTION/**  **ANSWERING** | Answers clearly on target with excellent clarity with exceptional examples. | Answers are reasonably clear and effective with specific examples. | Answer is a little vague. There was no specific example given. | The answer misses the mark. They were confusing and unclear. They were ineffective or inappropriate. |

Teacher Comments:

/20

**HANDOUT [A] - INTERVIEW SKILLS**

**[A] IMPORTANT THINGS TO REMEMBER WHEN INTERVIEWING:**

* **Be prepared** – Devise questions you think you may be asked along with possible answers and remember to relate every answer to the job
* **Be knowledgeable** – Research the company website and any relevant news articles and have a full understanding of the position you applied for
* **Be proactive** – Prep a list of any questions you may have before you interview and make note of any questions that come up during the interview
* **Be punctual** – it is crucial to arrive at least 10 minutes early
* **Be professional** – dress professionally and maintain a professional attitude
* **Be positive** – turn every negative into a positive. E.g. not familiar with Microsoft Office and it’s a requirement of the job? Tell the employer the truth but also let him/her know that you’re a quick learner

**[B] STRUCTURING AN ANSWER**

Answer each question below by giving ***specific examples*** of what is being asked, don’t make general statements.

1. Tell me about yourself? (E.g. I am a hard worker. I study very hard for school and as a result I am an A student)

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1. How would a friend or professor describe you?

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1. Why should I hire you?

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1. Describe your most rewarding high school experience.

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1. If you were hiring for this position, what qualities would you look for?

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1. What have you learned from participation in extracurricular activities?

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1. What major problems have you encountered and how did you deal with it?

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1. Tell me of a time where you experienced a conflict with a fellow worker or friend and how you resolved it?

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1. What is your greatest weakness? What is your best strength?

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1. Do you have any questions for us?

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