

Interviewing

Objectives <ul style="list-style-type: none">• Students will complete written responses to common questions posed by employers.• Students will role-play an interview scenario using responses.	Time frame to Complete 45-60 minutes
Standard(s) Addressed in Lesson	Convey Ideas in Writing
Benchmark(s) Addressed in Lesson	W.4.3; W.4.13; W.4.19
Materials Handout with 5 questions commonly asked by potential employers	
Activities <u>Step 1</u> Teacher will initiate a discussion about job interviews asking students to suggest questions that a potential employer might have asked them. Instructor can provide questions from his/her own job interview experiences. (5-10 minutes) <u>Step 2</u> Pass out handout and review questions as a group. Instruct students to choose two for written response. Students will write out responses in complete sentences and with specific details. Teacher may want to write a sample response on the board. Teacher will circulate among students offering assistance when needed. (15-20 minutes) <u>Step 3</u> Teacher will pair students or let them choose their partner and have them take on the role of interviewer and interviewee, using their responses to questions. Have students switch roles to ensure that everyone has an opportunity to share their responses. (15-20 minutes)	
Assessment/Evidence Respond to reflection and rewrite responses to clarify meaning.	
Adaptations for Beginning Students Teacher will prepare a sample response to one or two similar questions for students to review before writing their own.	
Adaptations for Advanced Students Teacher will ask them to review word choice used in responses and have them substitute more highly developed vocabulary.	

5 Questions Employers Might Ask

When preparing to interview it often helps to write down what you would say to questions that would most likely be asked of you. This helps you think out professional responses and prepare how to word answers. Choose **two** of the five questions below and write, on a separate piece of paper, professional responses to each one. Write in complete sentences and use specific details to support your ideas.

1. Tell me about your work experiences and skills.
2. Tell me about a time you had to handle a difficult situation with a co-worker. What was the outcome and what did you learn? Would you handle this situation the same way again or would you change your response?
3. Give an example of a time when you had to adapt to a difficult situation in either the workplace or elsewhere. What did you learn from this situation?
4. How have you dealt with an irate customer and what did you learn from this situation?
5. Name two strengths and how each of these would make you a good employee.

Reflection: After you and your partner have role-played the interview answer the two questions below about your peer's responses.

1. Describe the strengths of your peer's responses.
2. What is one way that their responses could be improved?