



journey

Adult Basic Education



Lesson 11
Lesson Plan



INTERVIEW PREP

Learning Objective

Students will demonstrate how to successfully answer mock interview questions.

Training Materials & Equipment

Note: This lesson requires a few minutes of prep to cut out questions and put on index cards.

- A/V equipment for PowerPoint slides and video
- Reviewing Interviewing Skills worksheet for each student
- Index cards with interview questions on them
- Frequently Asked Interview Questions sheet for each student
- Questions to ask the Interviewer sheet for each student
- Computer/laptop for each student
- Lesson-Eleven.ppt



Instructions

The primary purpose of the career awareness program is to prepare students for employment. One very important part of the job search process is performing well in an interview. This lesson covers interviews in depth and includes activities to hone students' skills.

Students should transition to the computer lab or pick up a laptop for the next activity.

Distribute the **Reviewing Interviewing Skills** worksheet so students can record the pertinent information. Have students log into OKCareerGuide.org. In the left menu, click on **Plan for Work** and select **Interview Process**. Fill out the worksheet. **(Slides 2-5)**

Millennial Job Interview Video: <https://www.youtube.com/watch?v=Uo0KjdDJrIc> **(Slide 5)**




Review the following interview tips with students. Be sure to pause and ask for questions and personal experiences students might want to share.

- Be polite.
- Take some deep breaths before entering the interview to keep calm.
- Give firm handshakes.
- Make eye contact with the interviewers.
- Be an active listener. You may find yourself with an interviewer who loves to tell a long history of the company, its products/services or even issues it has had with employees in the past. Regardless, listen to the interviewer and always thank the employer for giving you the opportunity to interview.
- Speak clearly and enunciate words. Don't mumble and speak at a level that can be heard easily.
- Speak with good grammar. Avoid saying um too much, and don't use ain't or double negatives
- Research the company. Know your audience. Google the company name, look at the company website and check out what is said about it on Twitter.
- Be very careful of what you post on social media. Negative comments and certain photos can affect the hiring decision. Employers frequently look up potential employees on social media.
- Practice answering questions in the mirror. You will want to pay attention to your expressions and body posture.
- Dress for success. In researching the company, find out what kind of clothing is expected of employees. If you are applying for an office job, you will want to dress business professional (dresses/business suits) or business casual. If the position is for a laborer, interviewing in business casual attire is recommended. You may have the ability to wear T-shirts and shorts to work, but that is not appropriate for an interview. You want to look your best.

Interview Questions Activity (Slide 6)

Pass out an index card to each student.

Instructions


 **Ahead of time**, cut out questions from Frequently Asked Interview Questions sheet.

Give each person one card.


Each person walks around the class and finds a random partner in the room. Person A answers the question on Person B's card. Person B asks a follow-up question. Person A answers. Person B thanks Person A for sharing. Person B answers the question on Person A's card. Person A asks a follow-up question. Person B answers. Person A thanks Person B for sharing. They switch cards and find new partners. Repeat as many times as desired.

A vast array of questions can be asked during an interview, some of which are dependent upon the occupational field.

Pass out the Frequently Asked Interview Questions handout and discuss it as a group. **Discuss** any questions that may arise.

 **Ask:** What did you learn from this activity? Are there questions you've had in past interviews we haven't covered?

Extension Activities (These are good for dual enrolled students receiving the same information in two classes.)

 This activity is actually good for everyone, so it should be completed with all if time allows. Hand out the Questions to Ask the Interviewer sheet and discuss the information or ask students to discuss in small groups. Recap any surprising information.

Summary:

All of the information researched today is going to be beneficial for students' educational growth and job searches. Although we cannot depend on the information to be 100% exact in all geographical areas, it is a good benchmark to go by when considering educational or occupational changes. Review the checklist so the students can see where they have been and where they are going next.

How to prep and answer common interview questions. 