

LESSON PLAN

SOFT SKILLS: MOCK INTERVIEW

Grade Range: 9-12

Time Needed: 2-3 (45 minute) class periods (May need multiple class periods depending on size of the class and number of business people available to help with the interviews)

Learning Objectives

- Students will practice interviewing with business personnel and gain experience for interviewing.
- Students will receive feedback on their interview and become better prepared for their next interview.

Supplies/Materials

- Interview Questions
- Questions to ask the interviewer
- Interview Evaluation Form (feel free to add additional questions as you see fit)
- The 5-part Interview (Optional)
- DLR Interview Booklet (Optional)
- Interviewers (examples: Local DLR Staff, other teachers, community members, business leaders, etc.)

Day 1: Mock Interview Preparation

1. (Rationale) Many students have not had the opportunity to interview with business personnel before. Doing a mock interview in the school setting allows the students to gain experience with interviewing without the consequences of an actual job interview.
2. Give students the DLR Interview book handout about a week before the mock interviews and instruct students to read through the booklet before the mock interviews. (Optional additional handout)
3. Ask students as a group if they have interviewed before and what went well during their interview and what didn't go well. Create a chart on the whiteboard with 2 columns and write what has gone well and what areas were challenging.
4. Hand out copies of the 5-part interview (optional). Explain to students that the interview extends beyond the question and answer portions. Talk about how small details are important throughout the interviewing process. Talk about sending a Thank you note promptly after the interview.
5. Ask students to review the Interview Questions and discuss which ones would be difficult for them to answer.
6. Review with students the questions to ask the interviewer. Talk about appropriate questions to ask during an interview.

Day 2-3: Mock Interviews

7. Have the students participate in brief (5-10 minute) mock interviews to develop skills in the interviewing process. Use the Interview Evaluation Form to provide students with feedback. Try to have at least a few people available as interviewers. The more interviewers available, the longer the mock interview can be.
8. Have the interviewer complete the evaluation form and write down any suggestions they may have.

Follow up:

9. Review the evaluations with the students and talk about any concerns or questions the students may have.

Process Questions:

- Why is important to complete all the steps in the 5-part interview process?
- Do you feel better prepared for an interview after participating in the mock interview process?

THE 5-PART INTERVIEW

1. Before the Interview

- Do your homework. Find out as much as you can about the company/organization before the interview. Do an internet search to find what services or products the company provides. Try to find the company's culture and long-term goals. Talk with current employees to learn more about the company.
- Know where you are going. Make sure you know where the company is located.
- Arrive 5-15 minutes early. Do not arrive too early, but not late either.
- Be prepared for the interview. Bring extra copies of your resume, a pen, and questions for the interview. Do not bring your phone or at the very least make sure the phone is on silent.
- Dress for success. As a general rule dress one or two steps above the position you are applying for.

2. The Start of the Interview (Beginning)

- Inform the secretary/receptionist that you have an interview, whom it is with and the time of the interview
- When meeting the interview, look them in their eyes, shake hands firmly, introduce yourself, smile and be confident.
- Keep the communication positive. Watch your posture. Let the interviewer lead the interviewer. Remember to SMILE.
- Don't chew gum, curse, fidget, etc.

3. The Interview (Middle)

- Stay positive and keep good posture and body language.
- Know your resume well and be prepared to answer questions.
- Express your willingness to learn.
- Be thorough with your answers. Be prepared to give examples.
- If you do not understand the question, ask the interviewer for further explanation.
- It is okay to take a moment to organize your thoughts before answering difficult questions.
- You do not need to answer illegal questions such as questions relating to your age, religion, race, ethnicity or marital status.
- Don't focus on your weaknesses or your negative attributes, criticize former employers, discuss personal issues, or salary/benefits unless initiated by the interviewer.

4. The Interview (End)

- Ask job-related questions you prepared for the interview.
- If offered the job immediately, be prepared to discuss salary, benefits, work hours. You do not need to give them an immediate answer.
- If you are told that you will be contacted, ask about how long it will be.
- Thank the interviewer for their time and reiterate your interest with the company/organization.
- Shake hands firmly on the way out.

5. The Follow-up

- Send the interviewer(s) a thank you letter soon after the interview.
- Follow up with the company a week or two after the interview to see if they have made a hiring decision. Remember to keep it professional.

Reasons People Are Not Hired

- Poor appearance
- Inability to communicate clearly
- Lack of planning; no goals
- Lack of enthusiasm and confidence
- Talking poorly of previous employers
- Poor eye contact and body language
- Late to the interview
- Does not ask questions.
- Lack of knowledge about the business or the position
- No questions
- Impolite

MOCK INTERVIEW EVALUATION

Student: _____

Date of Interview: _____

Interviewer: _____

Rate the interviewee on a scale of 1 (lowest) to 5 (highest) in the following areas.

Nonverbal Behaviors

1. Dressed Appropriately	1	2	3	4	5
2. Firmly shook hands of interviewer	1	2	3	4	5
3. Maintained eye contact	1	2	3	4	5
4. Maintained good posture	1	2	3	4	5
5. Did not fidget	1	2	3	4	5
6. Used appropriate hand gestures	1	2	3	4	5

Verbal Behaviors

1. Listened closely to questions	1	2	3	4	5
2. Answered questions concisely and completely	1	2	3	4	5
3. Greeted interviewer	1	2	3	4	5
4. Thanked the interviewer	1	2	3	4	5
5. Emphasized qualifications	1	2	3	4	5
6. Displayed enthusiasm	1	2	3	4	5
7. Focused on strengths	1	2	3	4	5
8. Kept the interviewer positive by not using negative	1	2	3	4	5
9. Acted politely throughout the interview process	1	2	3	4	5
10. Stayed Calm	1	2	3	4	5
11. Asked appropriate questions	1	2	3	4	5
12. Spoke clearly and was audible	1	2	3	4	5
13. Demonstrated knowledge of the company/organization	1	2	3	4	5

Additional Comments: Things that went well, areas to improve on _____

COMMON INTERVIEW QUESTIONS

1. Tell me about yourself.
2. What are your short term and long-term career goals?
3. Why did you choose this career?
4. What are your greatest strengths and weaknesses?
5. Why should I hire you?
6. What did you like most about your last job? What did you like least?
7. Tell me about your last supervisor.
8. Describe a situation where you had to collaborate with a difficult colleague or client.
9. Describe a difficult problem you faced and how you approached it.
10. Describe a situation when you needed to take initiative.
11. What led you to choose this career field?
12. How do you work under pressure?

SAMPLE QUESTIONS TO ASK THE INTERVIEWER

1. How would you describe a typical week/day in this position?
2. When will the decision be made as to who is hired?
3. What do you like about working for this company?
4. How do you encourage employees to further their education?
5. What are the long-range plans for this organization?
6. What are your expectations of the person in this position?
7. Can you tell me about the history of this position and changes anticipated?
8. How will I be evaluated?