

Mock Interviews: Lesson Plan

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Lesson Identification	
Career Cluster	Career Development
Course Name	Ready To Work
Lesson/Unit Title	The Job Interview
PHS Student Expectations	Knowledge and Skills. The student investigates job-seeking skills. The student will: (A) describe appropriate appearance for an interview; and (B) participate in a mock interview.
Instructional Objectives	Students will: <ul style="list-style-type: none">• Practice good job interview skills• Explain the purpose of an interview• Recognize the do's and don'ts of good interview skills• Participate in a mock interview
Rationale	How does an employer determine who will get hired? What does the process entail? In this lesson, you will prepare for and participate in a "mock" job interview!
Duration of Lesson	Two 45-minute class periods Prior preparation time will be required for requesting and scheduling community members for mock interviews.
Word Wall/Key Vocabulary	Application: A form used to apply for a job Body Language: The gestures, posture and eye contact people use to express themselves

	<p>Career: A profession for which one trains; a job or series of jobs that you do during your working life</p> <p>Credentials: Someone’s education, experience, etc. that prove he or she has the ability to do a job</p> <p>Experience: Knowledge or skill that one gets from doing a specific task</p> <p>Hire: To employ someone to work for you</p> <p>Interview: A formal meeting between a job seeker and an employer about a possible job</p> <p>Occupation: A person’s job</p> <p>Pre-employment test: Test given to an applicant by an employer to find out if the applicant gets the position</p> <p>Qualification: An ability, characteristic or experience that makes you suitable for a particular job or activity</p> <p>Reference: A person who knows you and is willing to describe and usually praise you to support you when you are trying to get a job; a statement as to a person’s character or ability</p> <p>Resume: A written list and description of your education and previous jobs</p> <p>Skill: The ability to do an activity or job well, especially because you have practiced it</p>
<p>Direct Instruction</p>	<p>A few weeks prior to the lesson, invite, schedule, and provide instructions for individuals such as teachers, administrators and community members that will be participating in the mock interviews with your students.</p> <p>Ask community members within the Education and Training, Hospitality and Tourism, teachers, administrators, staff members or parents to volunteer to serve as interviewers. Inform volunteers that each interviewer will conduct approximately three to four 10-minute interviews.</p> <p>Review lesson objectives, terms, and definitions.</p>
<p>Guided Practice</p>	<p>Provide each student with Preparation for Partner Interview which includes questions employers typically ask. After allowing students to review the questions, have them brainstorm how they would answer the interview questions.</p> <p>Students can also be asked questions from the 101 Interview Questions. After reviewing the questions, have students brainstorm how they would answer the interview questions.</p> <p>Role Play Activity</p> <p>Ask a student to play the role of the employer and you (the instructor) play the applicant. In front of the class, demonstrate how to give a firm handshake. Have them practice with each other.</p>

	<p>Interview Take ONE Using script on handout Sample Script for Partner Interview (see All Lessons Attachment tab) model inappropriate responses such as complaining about the directions to the interview, talking about how your day is going and other things not related to the interview. You may even choose to wear something “inappropriate” and chew gum throughout the interview.</p> <p>This will allow students to see, first hand, what an “ineffective” interview looks like to an employer.</p> <p>Interview TAKE TWO On the second interview, model appropriate interview skills. Make good eye contact, have good posture, display a positive attitude, and answer/ask appropriate questions.</p> <p>As a class, discuss the interviews. Stress the importance of making a good first impression.</p> <p>Instruct students to write a paragraph or journal entry about the experience and what they have learned that will help them in a future job interview.</p> <p>Prepare students for upcoming “mock interview.” Review expected, appropriate classroom behavior and use of good manners. Share Mock Interview Rubric with students and explain each component so they understand how their interview will be assessed.</p>
<p>Lesson Closure</p>	<p>Have students write thank you letters to the mock interview volunteers.</p>
<p>Summative/End of Lesson Assessment</p>	<p>Students’ mock interviews will be assessed with appropriate rubric by volunteer interviewers. As a class, discuss the mock interview results.</p>