

## Job Interviews – Guidelines for Teachers & Facilitators

### Opening Class Discussion

- As students respond, briefly mention the following significant factors: attire\*, eye contact, voice/tone, advance employer research\*, overall presence etc.

*\*See activities in the [Job Fair Preparation](#) lesson plan for additional content*

### Individual Activity: Reflection/Journaling

- Suggest examples connecting skills employers desire to activities, accomplishments, and experiences:  
Sports → *teamwork or leadership*, social studies paper → *critical thinking or communication*
- See the [National Association of Colleges & Employers \(NACE\) Career Readiness Competencies](#) for supporting content.

### Group Activity: Interview Style & Impact Statements

Common interview questions or prompts typically placed at the beginning of an interview are, “Tell me about yourself” or “Tell me why you have an interest in this position.” Emphasize how responses shape the interviewer’s initial impression, supporting the importance of incorporating strong impact statements. Remind students of other significant factors from the opening discussions that impact their overall interview style and presence.

*\*See the Elevator Pitch script activity in the [Job Fair Preparation lesson](#) plan which contains elements similar to impact statements made at the beginning of interviews.*

### Debrief Prompts:

Did you feel rushed?

Were you able to complete the statement?

What did you learn through observing your classmates?

Do you feel more confident having performed it multiple times?

### Group Activity: Rapid Fire Hot Seat – Effective Communication

Teach the following tips and strategies to inform participation with this activity:

- **STAR** is a technique for open-ended, behavior- based interview questions.
  - S** – state to problem or situation
  - T** – clarify the task(s) to be performed
  - A** – indicate actions you initiated or implemented
  - R** – report the result
- Key elements to incorporate into answers for each interview question:
  - 1) Maintain a conversational tone and style.
  - 2) Incorporate relevant skills.
  - 3) Provide supporting examples/evidence.

### Sample Interviewer Questions

- What are your greatest accomplishments?
- Describe a time when you were a part of a team and a problem occurred.
- What are your long/short term goals?
- What are your areas for improvement?
- How do you manage conflict?
- How would a teacher describe you?
- How would previous/current supervisors or employers describe you?

## Sample Interviewee Questions

- How does this role currently fit into your company's strategic plan?
- Is this position one with growth opportunities?
- What is something you would like to see accomplished in this role?
- What are some potential obstacles that may be encountered with this position?
- How would you describe the company/department culture?

## Individual Activity: Follow Up

- Students should forward a "thank you" note within 24-48 hours of the interview. Mention specifics or reiterate skills discussed to prompt their memory of you and your performance during the interview.
- If a couple of weeks have passed and no contact from interviewer regarding next steps after 1-2 weeks have passed, make a follow-up call or send another email to reiterate interest and ask for a status update.
- Repeated telephone calls or emails may leave a bad impression on the interviewer.

## Sample "Thank You" Notes

Hello [Interviewer's Name],

Thank you for giving me the opportunity to explain my qualifications and interest in working for your organization. Though it was just the first round of the interview process, I'm already excited about this opportunity. My prior customer service experience aligns well with this position, and I'm eager to learn the next steps in this process. If you need any further details, I'm happy to oblige.

Best Regards,

[Candidate's Name]

Hi [Interviewer's Name],

Thank you for sharing your time to conduct the interview. It was indeed a very pleasant experience, and validated how my teamwork, organizational, and leadership skills will contribute to your organization. It was great to hear about your growth within this organization. I'm interested to learn more about the next steps of the hiring process.

Please contact me if additional documents or details are required.

Sincere regards,

[Candidate's Name]