

Preparing for a successful job interview - lesson plan

- Objectives
- ~Identify work ethics in the industry
 - ~Identify, read and interpret job listings / sources
 - ~Complete resume, cover letter and thank you letter
 - ~Complete a job application
 - ~Demonstrate ways to prepare for a job interview

Instructional strategies

- ~Read classified ads in local paper, identify job qualifications, duties, wages, benefits
- ~Search, locate, discuss work ethics in industry and demonstrate through role play
- ~Compile information for resume, cover letter, thank you letter and typeset/design individually
- ~Coordinate "mock interviews " with local business employees to evaluate students and give constructive feedback
- ~Student will complete "generic" job application
- ~Present and discuss preparation for job interview (hygiene, dress, piercings/tattoos, eye contact introduction, body language)
- ~Local administrative employee provides presentation of appropriate/inappropriate behavior during an interview

- Assessment
- ~Review process of locating job listings (local newspaper, websites, etc.)
 - ~Group discussion including positive/negative experiences of personal customer service
 - ~Role play "mock interviews" with students to reinforce personal experience
 - ~Discuss appropriate/inappropriate behavior with class

Students are provided with a list of typical questions asked in an interview.

These are reviewed as a group and then put into practice by pairing students and holding “mock” interviews.

All students are given the opportunity to be the interviewer and the interviewee.

Resumes are also prepared during the course of this time. References are included as well as work history and extra-curricular activities.

Ample time is placed on hygiene, personal grooming, introductions, etc.

Business supervisors/employees of the community donate time to interview students and provide constructive feedback for future use.

Thank you letters are mailed as a follow-up to the interviewer