

INTERVIEW PREP

Headline:

Get your students interview ready!

Description:

Working with partners to support students with writing resumes and conducting mock interviews can build students' skills and confidence. Prepare your students for interviews by providing the skills they will need when applying for college, internship and job opportunities.

Objectives:

- Create a resume
- Draft talking points
- Learn key verbal and nonverbal interview skills
- Communicate effectively with professionals
- Articulate strengths and experiences

Outcome (from [21st century](#)):

Creativity & Innovation

- Be open and responsive to new and diverse perspectives; incorporate group input and feedback into the work

Critical Thinking & Problem Solving

- Interpret information and draw conclusions based on the best analysis
- Use various types of reasoning as appropriate to the situation

Communication & Collaboration

- Use communication for a range of purposes (e.g. to inform, instruct, motivate and persuade)
- Articulate thoughts and ideas effectively using oral, written and nonverbal communication skills in a variety of forms and contexts

Life & Career Skills

- Incorporate feedback effectively
- Deal positively with praise, setbacks and criticism

College and Career Readiness Anchor Standard Alignments: *This alignment is designed to provide high level support to teachers. Please be sure to align to content-specific standards when planning the activity.*

Writing Standards

Production and Distribution of Writing:

- [CCSS.ELA-LITERACY.CCRA.W.4](#)
- [CCSS.ELA-LITERACY.CCRA.W.5](#)

Speaking and Listening Standards

Comprehension and Collaboration:

- [CCSS.ELA-LITERACY.CCRA.SL.1](#)
- [CCSS.ELA-LITERACY.CCRA.SL.2](#)
- [CCSS.ELA-LITERACY.CCRA.SL.3](#)

Presentation of Knowledge and Ideas:

- [CCSS.ELA-LITERACY.CCRA.SL.4](#)
- [CCSS.ELA-LITERACY.CCRA.SL.6](#)

Language Standards

Conventions of Standard English

- [CCSS.ELA-LITERACY.CCRA.L.1](#)
- [CCSS.ELA-LITERACY.CCRA.L.2](#)

Teacher Role:

- Support students with foundational interview skills
- Prepare partners to provide resume guidance and do mock interviews
- Coordinate partner feedback opportunities
- Follow up with partners to thank them for their participation and survey their experiences.

Partner Role:

- Participate in any prep meeting(s) with the teacher
- Review resume guidance and interview questions in advance
- Play the role of hiring manager
- Provide students with helpful feedback

Time Commitment (for teacher): *We recommend starting this process four to six weeks in advance of the activity launch.*

- Pre-Launch Activities: 5-8 hours
- Launch: 1-2 hours
- Post-Launch Activities: 1 hour

Plan: *Set your goals!*

[Checklist](#)

Connect: *Who from the real world will interact with your students?*

[Checklist](#)

Prepare: *What activities, logistics and support do you need to be ready to launch?*

[Checklist](#)

Launch: *Connect your students with real world learning experiences.*

[Checklist](#)

Follow Up: *How will you follow up with your students and partners after the experience?*

[Checklist](#)

Reflect: *Did you achieve your goals?*

[Checklist](#)

Examples:

[Sample Narrative](#)

Resources:

[Partner Invitation Email](#)

Use this template to invite partner(s)

[Confirmation Emails](#)

Use this template to confirm partner(s)

[RWL Activity Planning Worksheet](#)

A blank worksheet designed to plan the activity

[Partner Survey](#)

Sample language and questions to include in your partner survey

[Student Reflection](#)

A sample reflection sheet to use after an event.

[Teacher Reflection](#)

A sample reflection sheet to use after an event.

[Lesson Plan to Prepare Students - Mock Interviews](#)

Use or adapt this lesson to prepare your students for the mock interviews

[Lesson Plan to Prepare Students - Resume Writing](#)

Use or adapt this lesson to prepare your students to write a resume

[Resume Checklist](#)

[Mock Interview Evaluation](#)

Partner Links: *Interested in taking this to the next level? Check out these links.*

(TBD-Sourced from Jenny Bradbury work)

Plan Checklist	
Task	Complete? (Check it Off)
<ul style="list-style-type: none"> Write down your vision and identify student learning goals for the interview event. Use the RWL Activity Planning Worksheet 	
<ul style="list-style-type: none"> Determine when to conduct the event(s) in your scope and sequence 	
<ul style="list-style-type: none"> Contact your school administration/district to clarify any special clearances you need for students or partners to participate in this activity 	

Tips:

- Decide how you want to structure this activity. Will you need multiple partners? Will students work in small groups or individually?
- Identify which elements of interview prep you want to focus on (resume writing, cover letters, mock interviews or both)
- Consider how many resume or mock interview sessions you need to meet your objectives

Connect Checklist	
Task	Complete? (Check it Off)
<ul style="list-style-type: none"> Contact local organizations like colleges, companies and/or nonprofits with a description of the opportunity 	
<ul style="list-style-type: none"> Identify list of potential partners from organizations 	
<ul style="list-style-type: none"> Obtain emails and phone contact information 	
<ul style="list-style-type: none"> Draft email outlining the opportunity and expectations 	
<ul style="list-style-type: none"> Send an email with your request (when) and interest (what) (see Partner Invitation Email) 	
<ul style="list-style-type: none"> Confirm partner(s) participation (see Sample Confirmation Email) 	

Tips:

- Ask your colleagues for successful partners from the past
- Market this to one company and make it a company-wide volunteer opportunity.

- Advertise it within local chambers of commerce/associations that have companies as members.
- Reach out to families. This can be a great way to incorporate family engagement and increase the breadth of potential contacts
- Contact HR departments at local companies and organizations to see if they can connect you to employees who specialize in this type of work
- Local universities can be helpful by connecting to their career services or graduate students who are specializing in working with students on these skills

Prepare Checklist	
Task	Complete? (Check it Off)
<ul style="list-style-type: none"> • Schedule a call with the partner(s) to answer questions and review expectations. 	
<ul style="list-style-type: none"> • Share resources with students and partners to understand expectations <ul style="list-style-type: none"> ○ Mock Interview Evaluation ○ Resume Checklist 	
<ul style="list-style-type: none"> • Share any background check/clearance information required by the school with partner(s) <i>(if applicable)</i> 	
<ul style="list-style-type: none"> • Send school media waiver to the partner(s), so you can take photos and share your classroom experience. 	
<ul style="list-style-type: none"> • Arrange a location for the interview prep that has proper space and seating for students and partners to collaborate 	
<ul style="list-style-type: none"> • Design an execution plan to coordinate a flow for the event. <ul style="list-style-type: none"> ○ Assign students to partners ○ Create a rotation order ○ Printed evaluations for mock interviews ○ Stations for student prep and post meeting work 	
<ul style="list-style-type: none"> • Conduct lesson(s) with the students to prepare them for working with the partner. • These lessons should take 2-3 class periods with an opportunity for peer feedback before you have partners review (see Sample Lesson Plan For Interview Prep and Sample Lesson for Resume Writing) 	
<ul style="list-style-type: none"> • Provide students with bios of partners as applicable as homework ahead of the Interview Prep event 	

<ul style="list-style-type: none"> Have students identify the specific feedback they need on their resumes and identify the job or school they are “applying” to for the mock interview. <ul style="list-style-type: none"> Record these responses on a spreadsheet to share with partners ahead of the Interview Prep 	
<ul style="list-style-type: none"> Draft thank you email to partner(s) 	
<ul style="list-style-type: none"> Draft survey for partner(s) (see Partner Survey Questions) 	
<ul style="list-style-type: none"> Create student reflection (see Student Reflection) 	
<ul style="list-style-type: none"> Ensure appropriate school staff know that there will be guests in the building and how to greet and direct them upon arrival 	

Tips:

- Prepare your follow-up materials and lessons in advance to save time

Launch Checklist	
Task	Complete? (Check it Off)
<ul style="list-style-type: none"> Arrange the room that you will be using to allow for direct work between the student and partners (small tables or desks set up face to face would work best) 	
<ul style="list-style-type: none"> Greet partners 15-30 minutes before the event 	
<ul style="list-style-type: none"> Ensure administrators and front office staff are aware that there will be visitors and there are directions on what to do when they arrive 	
<ul style="list-style-type: none"> Introduce the partners and students 	
<ul style="list-style-type: none"> Follow through on the execution plan to ensure students and partners are working together as determined in advance 	
<ul style="list-style-type: none"> Take pictures and videos to document the event 	

Tips:

- Make sure you print out copies of resumes, rubrics and any additional materials needed
- If students will be working in rotations, a visual display and timer would be helpful to keep everyone on track

Follow-up Checklist	
Task	Complete? (Check it Off)
<ul style="list-style-type: none"> Send a thank you email to the partners on behalf of yourself and the class. Share partner survey (see Partner Survey Questions) 	
<ul style="list-style-type: none"> Have students write personal thank you notes sharing how they benefited from the experience 	
<ul style="list-style-type: none"> Reach out to anyone else who helped in arranging the partners. Update them on the event and thank them for their assistance. 	

Tips

- Close the email to the partner with a reference to the future - leaving the door open to more interactions
- Administer partner survey online (using Google Forms, SurveyMonkey or a similar tool) and include with your follow up thank you email

Reflect Checklist	
Task	Complete? (Check it Off)
<ul style="list-style-type: none"> Reflect on the event with your students. 	
<ul style="list-style-type: none"> Reflect on the event yourself. 	
<ul style="list-style-type: none"> Share about the experience with teachers and families 	

Tips

- Share your story. It will help spread good ideas and gain support from others. You can blog about it, share it at a faculty meeting or send out press release(s).