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| CAREER CRUISER | Preparing for a Job Interview |

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| **Step 5** | Prepare for your chosen career. |
| **Driving Question** | What do employers look for in a job candidate during a job interview? |
| **Goal** | Prepare for and experience a mock job interview. |
| **Standard** | Demonstrate mastery of the career navigation skills necessary to obtain, retain, advance within and switch employment. (CR.3.3) |

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| **FOR TEACHERS** |

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| **Timeframe** | 1-3 roughly hour-long lessons. |
| **Materials** | Internet and digital device access AND/OR printer access to print one copy per student of the “Student Mock Interview Script and Rubric.” |
| **Xello** | [Xello](https://xello.world/en/florida-college-career-ready/), Florida’s official K-12 public school career planning and work-based learning coordination system, has tools you can use on this topic! Within the system, navigate to ‘Home’ and then ‘Lessons’ and then ‘Job Interviews’ to learn more! Under ‘Home’ and ‘View All Lessons,’ consider having students complete the ‘Job Interviews’ lesson. |
| **Overview** | **Beginning*** Ask students to brainstorm what makes an ideal job applicant. This can be broken down into appearance (attire, grooming, etc.), behavior (timeliness, handshake, body language, facial expressions, etc.), and speech (tone, filler words, knowledge, etc.). In addition, brainstorm reasons why someone would not be hired after an interview.

**Middle*** Students will learn about job interviews and either conduct mock interviews in pairs, use an online AI tool for a mock interview or have an industry expert mock interview them.

**End*** Have students discuss which interview questions they struggled to answer the most and what they would do different the next time.

**Extension*** Have students choose an employer related to their chosen career. Have them pretend they are preparing for an interview with this employer and research the employer online – mission, vision, goods/services, industry, leadership, position, etc. List five pieces of information you might want to weave into your interview response to demonstrate competence and interest in the employer. Additionally, list five questions you would like to ask, as time permits, during the interview to, again, demonstrate your competence and interest.
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| **FOR STUDENTS** |

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| **Learn** |

**What is a job interview? What are they like?**

A job interview is a meeting between someone applying for a job and an employer. The employer asks questions to the applicant to better understand if they would succeed in the job. The interview is initiated when the employer reviews the applicant’s application and/or resume and invites the applicant to an interview. Interviews can be conducted in-person or online. The employer may also invite 5-9 other people to also undergo job interviews for the same position. Job interviews typically last 45 minutes to an hour and often have multiple people from the business asking questions to the applicant. After this round of interviews, the employer may offer one of the applicants the job or they may conduct more interviews.

**What do employers look and listen for during a job interview?**

Employers want to know whether you can do the tasks of the job (skills), whether you would fit in at the company (social skills, personality) and whether you can be trusted to get the job done (work ethic, character).

**How can I best prepare for a job interview?**

* **Research** the company and the job position. Tailor your interview responses to the job post’s requirements and responsibilities. Be ready to ask your own questions to the interviewer that show you have learned about the business’ mission, vision, management and services/goods.
* **Questions to the interviewer**: If there is time, many interviewers allow the applicant to ask questions. Here are a few questions you can consider asking that could communicate your interest and discernment:
	+ What are the most challenging aspects of the job?
	+ What are some of the most immediate priorities or projects for the person entering this role?
	+ Why do you enjoy working for this organization?
	+ What are the biggest challenges facing the organization or department?
	+ What are the long-range plans for the organization?
	+ Can you tell me about the history of this position? Any changes anticipated?
	+ What is the management style of the organization?
* **What to bring**: It can be a good idea to bring extra copies of your resume, a pen and notepad.
* **Clothes**: Wear the most professional clothes you either own or can get access to.
* **Be early**: Plan on getting to the interview roughly 15 mins early.
* **Follow up**:Be ready to follow up with the employer after the interview to thank them for the opportunity and provide any additional information.

**Common Interview Questions:**

* Tell me about yourself.
* What are your greatest strengths and weaknesses?
* What are your short-term and long-term career goals?
* Why should I hire you?
* What motivates you?
* How do you deal with pressure or stressful situations?
* When you’re balancing multiple projects, how do you keep yourself organized?
* Describe a situation where you had to collaborate with a difficult colleague or client.
* Describe a difficult problem you faced and how you approached it.
* What are your salary expectations?

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| **Do** |

**Get Interviewed!**

Your teacher will let you know which of the below options you will experience.

**Option 1**: **Conduct mock interviews in pairs.**

Break up into pairs. Take turns having one student read the questions from the “Student Mock Interview Script and Rubric” and complete the rubric. Stay within the timeframe your teacher gives you, but feel free to follow up and ask more questions based on your partner’s responses. Record feedback on the rubric section to discuss with your partner after they are done.

**Option 2: Get interviewed by an online AI interview tool.**

Navigate to Google’s Interview Warmup at <https://grow.google/certificates/interview-warmup/>. Choose the “Start practicing” button and follow the prompts until you are able to either use a microphone to answer the prompts or type in your responses. The system will provide feedback based on your responses. Make sure to record the most useful parts of this feedback under the ‘Reflect’ section of this document.

**Option 3: Get interviewed by an industry expert.**

Your teacher will let you know if they have any industry professionals that you can mock interview with or whether you will need to recruit someone yourself. These interviews can take place on-campus, off-campus (with parent permission), and online as a web call or, if necessary, as email correspondence. The industry professional can either use their own questions and provide feedback in the way that they see best or they can use the “Student Mock Interview Script and Rubric” provided in this document.

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| **Reflect** |
| **Strengths**: What do you think you did well in the interview? |  |
| **Areas of Growth**: What interview skills and preparation areas do you think you need to grow in the most? |  |
| **Most Useful Feedback**: What was the most useful piece of feedback you got on your interview performance? |  |

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| **Student Mock Interview Script and Rubric**  |

The interviewer (student, industry professional or instructor) will read each prompt listed below and then list the response strengths and areas of potential growth so as to improve the student’s interviewing skills.

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| **Interviewer’s Name:** |  |
| **Interviewee’s Name:** |  |
| **Q: Tell me about yourself.** |
| Feedback on Response Strengths | Feedback on Response Growth Areas |
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| **Q: What are your greatest strengths and weaknesses?** |
| Feedback on Response Strengths | Feedback on Response Growth Areas |
|  |  |
| **Q: What motivates you?** |
| Feedback on Response Strengths | Feedback on Response Growth Areas |
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| **Q: How do you deal with pressure or stressful situations?** |
| Feedback on Response Strengths | Feedback on Response Growth Areas |
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| **Q: When you’re balancing multiple projects, how do you keep yourself organized?** |
| Feedback on Response Strengths | Feedback on Response Growth Areas |
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| **Q: Describe a situation where you had to collaborate with a difficult colleague or client.** |
| Feedback on Response Strengths | Feedback on Response Growth Areas |
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| **Q: Describe a difficult problem you faced and how you approached it.** |
| Feedback on Response Strengths | Feedback on Response Growth Areas |
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| **Q: What are your salary expectations?** |
| Feedback on Response Strengths | Feedback on Response Growth Areas |
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| **Non-Verbal Feedback (attire, body language, speech pattern/tone, use of filler words, etc.)** |
| Feedback on Non-Verbal Strengths | Feedback on Non-Verbal Growth Areas |
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| **Overall Feedback** |
| Feedback on Interview Strengths | Feedback on Interview Growth Areas |
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