

VOLUNTEER INSTRUCTIONS

Interviewing Tips Activity

Setup:

- The students' desks should be arranged into 3 groups. As students enter the classroom, help arrange equal numbers of students in each group.
- Place the Three Ps flashcards in the metals stands on a desk or table in the front of the room and space them out slightly.

Goal: Students will

- learn important interviewing tips.
- be able to identify ways to prepare for and practice an interview as well as how to act during and after an interview.

***When text is in red, please read it to the students exactly as written.**

Introduce yourself and briefly share your career/education background.

Opening Comments: (2 minutes)

- Tell the students that they will be learning and discussing important interviewing tips.
- More than likely, many of them will be going on an interview when they get into high school. You can discuss why it is important to have good interviewing skills (to portray a positive image, to get the job).
- Tell students: **Although we will be looking at interviewing tips, many of these are life skills or soft skills that are important in everyday life when interacting with others.**

Activity 1: Show the Interview Video (5 minutes)

- The teacher should have the video downloaded onto a computer. If not, insert the flash drive in your bin into the computer.
- Before watching, tell students: **When you go to a job interview, you're trying to show the person interviewing you that you're the right person for the job. The first few minutes — or even seconds — of that interview are **critical** because people form opinions quickly, and you don't get a 2nd chance to make a good first impression.**

- Ask students what they think interviewers will notice about them right away. It's OK if they don't have a lot of answers; the video points them out. Possible answers:
 - Your arrival time – Late is NOT great! Be 15 minutes early for an interview.
 - Your clothing – Dress one step above what employees wear. Dress to impress.
 - Your body language – Aim to look comfortable, but not too relaxed. Keep a natural posture and avoid crossing your arms.
 - Your organizational skills – Have all your notes, resume, etc. easily accessible. Do NOT have your phone visible or on during the interview.
- Play the video. (You can click this link to watch the activity video now if you'd like.)
<https://vimeo.com/919219592/11db9253f8?share=copy>

Activity 2: The Three Ps of Interviews: (8 minutes)

- Human Resources professionals say to use “The Three Ps” to get an edge over other candidates and increase your chances of getting hired. (There is a Teacher Copy of the 3 Ps in the instruction folder for your use.)
- Show the **Preparation** flashcard first (in metal stand) and ask the students for ways they can prepare for an interview. See how many ideas they can come up with. Then share the information on your teacher copy (same as the back of the flashcard) for Preparation.
- Repeat for **Practice** and **Positivity**.
- Put the 3 P's in the metal stands back on the desk or table for the next activity.

Activity 3: Pictionary: (remaining time)

- Place the CLUE cards face down at the front of the room. Each clue has an interview Do or Don't on it.
- Write Team 1, Team 2, and Team 3 on the board for scorekeeping.
- Have one person from Team 1 come to the front of the room to be the actor or drawer; that person is the “presenter.” Ask the presenter to select an interview CLUE card.
 - The presenter should look at the clue and decide whether they will draw or act out the clue. If they are drawing the clue, they can use the white board at the front of the room. If they are acting, they can NOT use any words. Tell them they will have 1 minute to try and get their team to guess the clue. **Only their team can try to guess during that time.**
- If that team is not able to guess the clue in the allotted time, the other teams can try to guess. Whichever team gets the correct answer is awarded 1 point.

- When finished, ask the presenter to decide **which P** the clue fits under – Preparation, Practice, or Positivity. (Consulting with their team is allowed). If correct, you may award another point to the team. The presenter should then place the clue beside the corresponding flashcard (in the metal stand). There is a Teacher Category Answer Key in the instruction folder for you to use.
 - Some clues could fit in more than one category.
- Move on to Team #2, sending a presenter to the front of the room, and so on.
- The team with the most points at the end of the session will be the winner.
- Gather all the clue cards back together when the game is finished.

RECAP/TALKING POINTS (as time permits):

- Ask the students to review a few tips they learned today that they can use to get their first real job.
- Did any students learn a particular tip they might need to work on before they go to an interview?