

Interviewing Tips Activity

Setup: Arrange desks into groups of 5-6.

Goal: Students will learn important interviewing tips through acting out or drawing the clue.

Introduce yourself and briefly share your career/education background.

Opening Comments: (5 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). You can inform them that although you will be talking about interviewing tips, many of these are life skills or soft skills that are important in everyday life and interacting with others.

Activity: Pictionades (20 minutes)

Place the CLUE cards face down at the front of the room. Give each group of students a Group #. Starting with Group #1, have one person come to the front of the room to be the actor or drawer; we can refer to them as the “presenter”. Ask the presenter to select an interview CLUE card. The presenter should look at the clue and then put it on a separate “used cards” pile. Each clue has an interview Do or Don’t on it. Have the student presenter decide whether they will draw or act the interviewing 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. Each team will receive 1 point if they guess the clue within 1 minute. Use any board space in the room to keep score. Use your timer in the bin to keep time.

If the first group is not able to guess the clue, the other groups can try to guess. Continue until a group has answered correctly, or all groups have tried to guess. Give 1 point to the winning group.

After round 1, discuss the clue and give examples of why it is important. Ask the students for their input. Example: Firm handshake, consider modeling a firm handshake with a student. Professional Dress, ask students: “What does that look like? What would you wear? Why is that important?” Etc.

Move on to Group #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.

This is a discussion activity played around a fun engaging game. After each round be sure to discuss the interviewing tips (life skills) and why they are important.

Activity 2: Play Video of the Do's and Don'ts on a job interview? (5 minutes)

1. The teacher should have a link to the video already downloaded onto a computer. If not, insert the flash drive in your bin into the computer.

(Note: If USB video doesn't work properly, the video can be viewed at the following website:

<https://www.dol.gov/odep/topics/youth/softskills/SoftSkills-videos.htm>

then click the video Soft Skill #2: Enthusiasm & Attitude.

Explain to the students that first impressions are important. Job recruiters begin to assess applicants from the moment they arrive. What are the things they will notice first about you? Possible answers:

- Your arrival time – Late is NOT great! Be 15 minutes early for an interview.
- Your attire – 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.

Summary and Review (remaining time)

- Ask the students to review a few tips they learned today that they can use to get their first real job.
- **End of Day Clean-Up Checklist – Place the following back in the bin:**
- **Timers (2)**
- **Clue cards – grey (26)**
- **USB flash drive -Soft Skills video (1)**
- **Volunteer Instructions Folder**
 - **Recap Question Card (1)**
 - **Finale Question Card (1)**
- **Thank the teacher for allowing JA in their classroom today.**
- **Return Bin to JA staff in hospitality area.**

Smile. You made a difference today!

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