

Job Interview Skills Workshop

Compiled by the *Community
Technology Empowerment
Program - SPNN and Right
Track*



Workshop (1 of 4)

1.5 - 1.75 Hours

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Lesson Plan

Program Leaders Needed: 1; but more effective with 2

Time Estimated: 1.5 – 1.75 Hours (We recommend 1.75 and ending a few minutes early)

Material/Equipment Needed:

- Post-it notes
- A white board with markers, huge post – it notes, or just chalk/markers if there is a big board in the space you are using.
- 5 note cards with interview questions on them (you can make up your own ahead of time).
- 1 copy of *Handout #1 - Speed Interviewing Questions* document per participant
- 1 copy of *Handout #2 - 5 Common Interview Questions* document per participant
- 1 copy of *Handout #3 – Unwritten Rules of Interviewing* document per participant.

Helpful Hints:

- If you have access to a projector/computer, do a google search for “Timer” and keep a timer running for each activity that is visible to all. This will help you and the workshop participants keep track of time and stay on task. If you have a second person helping you, they can reset the timer in between activities.
- Preparing ahead of time (knowing how much the timer should be set for each activity, pre-writing your note cards, being familiar with the technology in the room) will make a world of difference and help you end on time or even early.

Objective:

- Youth will learn about proper etiquette for job interviews. They will also practice responding to interview questions, building impromptu speaking abilities, and get insight on the unwritten rules of interviewing.

Activities:

- Warm up (10 -15 minutes)
- Who Would You Hire? (20 – 25 minutes)
- Speed Interviewing (15 – 20 minutes)
- 5 Common Interview Questions (20 minutes)
- Unwritten Rules of Interviewing (15 minutes)
- Questions/Recap (5 – 10 minutes)

1. Warm Up ~ 10 Minutes (or 15 minutes if a bigger group).

-This is a fun warm-up activity that requires participants to think about the traits and characteristics of what makes someone professional, well liked, and/or well received.

- Have three "categories" labeled at the front of the room – "Presentation," "Actions," and "Other."

- Ask the group to think about someone they admire. It can be a coach, teacher, mentor, or even a peer. What are three things they admire about them? It can be how they present themselves, the things they do, or anything else they find admirable.
- Give them 1 minute to write down each of the 3 things (one per post-it note). Have each person put their post-it notes on the wall/chalkboard in front of the room, under whichever categories they fit best with. Encourage them to write big.
- Depending on the size of the group, have participants look at the post – its and notice what traits and characteristics are mentioned a lot, not so much, and not at all.
- Have participants return to their seats and have a short discussion about what trends they noticed, what they can take away from it. Keep these up on the board/wall throughout the workshop, and refer back to them as you'd like.
- If there's time/space on the board, write down some of the common themes or traits.

2. "Who Would You Hire" Role Play? ~ 20 - 25 Minutes

-This activity models one positive and one negative interview in order to demonstrate what is considered appropriate and inappropriate behavior in a job interview. If there is only one staff member, they can play both roles.

- Hand out 5 pre-written note cards to participants (1 card per participant).
- Tell the group to act as the hiring committee for an open position with their company. It helps to give youth a specific job position that they are hiring for, such as *Youth Leader at the Y* or *Office Assistant at the Mayor's office*.
- The first time through, allow the participants to interview you while you model someone who is prepared and professional. Give answers that provide youth with real life experiences that relate to the job offering at hand.
- Now, ask for 5 more volunteer interviewers – and have them take the same cards you previously handed out. Your second staff member (or the same staff member in different clothing) will interview for the same position. The second interviewee should model unprofessional behavior. Examples of this include dressing inappropriately, using informal language, responding to a text mid interview, chewing gum, not making eye contact, and answering questions with incomplete, one-sentence answers.
- After the second interview, ask the group to point out specific habits and responses that set the two interviewees apart. Jot their answers down on the board. Who would they hire? Why? Use their responses to generate a list of "Good Interview Habits" on the board (or piece of paper), or circle the answers/characteristics of who they would hire.

3. Speed Interviewing ~ *15 Minutes (knowing it's okay go over by a few minutes)

**Having a timer up on the projector works really well for this activity.*

-Distribute a copy of the Handout #1 - Speed Interviewing Questions to each program participant.

-This activity allows youth to answer questions on the spot and prepare for interview questions they could face in a real-world interview.

- Each pair will be together for a total of 4 minutes. Mind the time, and you will be able to complete this activity in 15 minutes (12 minutes of interviews and 3 minutes to explain the activity and for switching partners).

- Split youth up into pairs and ask them to sit in chairs facing their partners.
- Distribute a copy of the “Speed Interviewing Questions” handout to each participant. Explain that this activity requires flexibility, spontaneity, and speed. Remind them to be safe in whatever space you’re in as well – no need to knock anyone over trying to be speedy.
- Encourage them to go in order of the questions, as you’ll be coming back to the top 5.
- Youth have three minutes to interview their partners. They should take turns asking questions and responding. Suggest that they each have 30 seconds to answer a question.
- It helps to put a 3 minute timer on the projector when doing this exercise or giving an exact time each pair will need to be finished with their interview questions.
- Once the three minutes are up, ask participants to share with their partner anything that stuck out to them about their responses. This could be an answer that was really great, or an answer that might have needed more clarification or could have been said differently to have a greater impact.
- Shuffle partners around and repeat the exercise an additional two times.
- At the end of this activity, encourage participants to reach out to friends, relatives or mentors to practice these questions in the future. Remind them they can find more interview questions with a quick internet search.
- *(Write the questions for the next activity on the board while youth are engaged in their speed interviews).*

4. 5 Common Interview Questions ~ 15 Minutes + 5 Minutes for interviewing

-Distribute a copy of Handout #2 - 5 Common Interview Questions to each participant.

-This activity provides youth with different ways to answer common interview questions that they are able to think on as a group and record them for future use.

- If you haven’t already, write the 5 common interview questions on the whiteboard (or have your co-facilitator write them out while you explain the directions).
- Let participants know that they can write down their own answers to these questions as the group works through them.
- Remind participants that many of them have answered these five questions during the speed interviewing activity. Ask for some of the positive answers they heard or provided. Record phrases/examples that make sense on the board.

- Explain that answers may vary depending on what positions they are interviewing for. Ask for an example or be prepared to explain this. (i.e. If you say your greatest strength is that you're the fastest runner in your grade, that wouldn't be appropriate/relevant to a job where you would be sitting most of the time, but maybe a better answer if you're applying for a valet position and needed to run fast as part of the job.
- Finish by having participants find a partner they haven't worked with yet and go through 1 – 2 questions together from the list of common questions. The more practice they can get in saying their answers aloud, the better.
- At the end of this activity, encourage them to do this at home with a parent, guardian, sibling, or with a friend from school. They could even reach out and do this with the person they described in the warm up!

5. Unwritten Rules of Interviewing ~ 15 minutes.

- *This may have the greatest influence on how an interview actually goes. Make sure to include time for this. Plan on spending no more than 90 seconds discussing each question, knowing that leaves a bit of wiggle room.*

- *Distribute the Unwritten Rules Handout #3 – one for each participant.*

- Go through each question with the group, encouraging participants to take notes on their worksheets.
- Explain WHY when coming up with answers.
- Ask youth if there are other unwritten rules they can think of (or add your own) if you would like.

6. Questions + Recap ~ 5 – 10 minutes

- *This is a good time to review what folks have learned, identify any "takeaways." Reiterate asking friends, family, teachers or others in the community for help, suggestions and support.*

- Ask if anyone has any unanswered questions about interviewing.
- Finally, ask each youth participant to offer one thing they learned/took away from the workshop. If the group is small enough, encourage them to say something that no one else has said yet, so they cover a wide range of "takeaways."

Handout #1 Speed Interview Questions

1. What is your greatest strength?
2. What's your biggest weakness?
3. Tell me of a time you faced a challenge or conflict at work or school, and how you dealt with it.
4. How do you deal with stressful situations?
5. What's your dream job?
6. What motivates you? What are you passionate about?
7. Why are you looking for a job?
8. How would you describe your ability to work as a team member?
9. What has been your most rewarding accomplishment?
10. Would you rather work independently or in a team? Why?
11. What have you learned in school that would make you successful in a job?
12. What type of person or personality do you find is hard to work with? Why?
13. Tell me about a time you helped resolve a dispute between other people.
14. How would you describe yourself?

Handout #2 – 5 Common Interview Questions

1. What are your greatest strengths as a person?

2. What do you consider to be your weaknesses?

3. Tell me of a time you faced a challenge or conflict at work or school. How did you deal with it?

4. What's your dream job? Why?

5. How do you deal with pressure or stressful situations?

Handout #3 – Unwritten Rules of Interviewing

1. What do I wear to an interview? For a job at a Rec Center? For a job at the Mayor's office?

2. What should I bring to an interview?

3. What should I NOT bring to an interview?

4. What should I know about the position/organization ahead of time?

5. When should I arrive to my interview? What if I'm running late?

6. Should I ask how much I'd be getting paid? If so, how/when do I ask?

7. Should I ask other questions (not related to pay)?

8. Is following up really necessary? If so, how/when do I follow up?
