

Conduct an Interview

Handout A

Task 1: Conduct a mock interview.

As the partner holding Handout A, you'll be the first to conduct the mock interview. Encourage your partner to answer the following questions to the best of their ability. Don't share the list of questions with your partner prior to giving the interview.

As an interviewer, you're looking for someone who fits the job criteria, has done their research on the job listing posted, and shows genuine interest in the company. Write down things you notice about their actions and responses in the interview (both good & bad) in the note section below.

- Tell me a little bit about yourself.
- Why do you want to work at this company?
- What are some of your biggest strengths?
- Tell me about a time that you had to resolve an issue and how you chose to resolve it.
- Would you consider relocating for this or any other position within the company?
- What are your thoughts on our company; how can we improve?
- Do you prefer working independently or with a team and why?
- What type of work environment do you feel helps you best perform in?
- What are your salary expectations?
- Do you have any questions for us?

Notes:

Task 2: Complete a mock interview:

Use the answers you wrote in the worksheet "Job Interview Prep" to help as your partner asks you to answer some common interview questions.

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Handout B

Task 1: Complete a mock interview.

As the partner holding Handout B, you'll be the second to conduct the mock interview. Answer the interview questions that your partner asks you. Encourage your partner to answer the following questions to the best of their ability. Don't share the list of questions with your partner prior to giving the interview.

As an interviewer, you're looking for someone who fits the job criteria, has done their research on the job listing posted, and shows genuine interest in the company. Write down things you notice about their actions and responses in the interview (both good & bad) in the note section below.

- Tell me more about yourself and why you're a good fit for this company.
- What are some of your greatest weaknesses?
- How do you deal with pressure or stressful situations?
- What's a skill that you have that you're most proud of?
- How have you improved this skill?
- Name a time that you were instructed to do something that you had little to no previous knowledge of, if you succeeded in completing the task, and how you managed to succeed.
- How would you deal with conflict with a co-worker?
- Are you willing to relocate for this position?
- What are your salary expectations?
- Do you have any questions for us?

Notes:

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Teacher Notes

For best results: Before this activity begins, have your students find a potential job and prepare for an interview for said job using the “Job Interview Prep” worksheet.

Here are some steps you should know going in:

Step 1: Have the students complete the worksheet titled Job Interview Prep. (Optional)

Step 2: Split your students into pairs (preferably with both parties sharing similar career paths or interests).

Step 3: Split your students into pairs* (preferably with both parties sharing similar career paths or interests).

*Note: If there happens to be a group with more than two students, feel free to hand out whichever handout you'd like to the remaining students in the group. The reason it's best to give each pair two different handouts is to maintain the air of, “What questions are they going to ask me?” that's often coupled with the stress of completing a job interview.

Step 4: Tell your students to take turns conducting the interview with the assigned interview handout. Make sure that everyone gets the chance to conduct the interview and be interviewed.