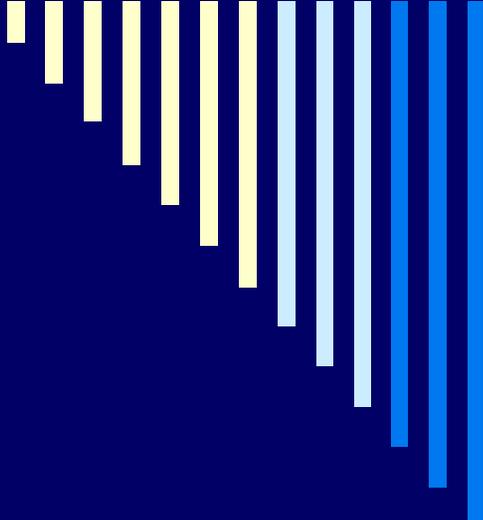


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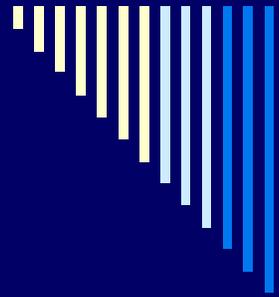


# INTERVIEW SKILLS PROGRAM



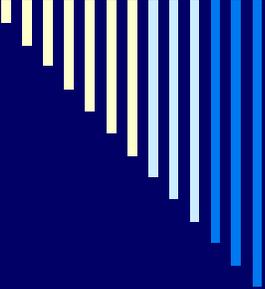
**By Barbara Mattes**  
**Business Department Chair**  
**G. W. Hewlett HS**





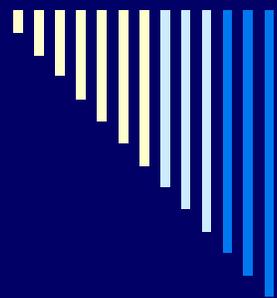
## WHY AN INTERVIEW DAY PROGRAM?

- ❑ Interview skills are an important part of the CDOS standards/Career Planning activities
- ❑ Useful for job and college interviews
- ❑ Highlights important skills needed to be successful



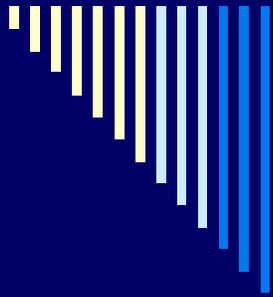
# When?

- ❑ If you have a Keyboarding/Computer Technology requirement, include a resume and interview skills unit
- ❑ If you have Principals of Marketing and/or Career and Financial Management courses, include in the career prep unit.
- ❑ 10<sup>th</sup> grade is a perfect because the students will start to think about getting summer jobs, their junior year schedules and college ideas.
- ❑ If no requirement, see if you can incorporate a unit into all your business courses.



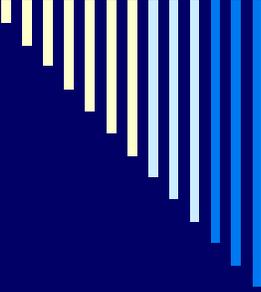
## G. W. Hewlett HS Program

- 10<sup>th</sup> graders all take Computer Technology and Careers course (formerly known as Keyboarding)
- They do a Career Planning unit with career exploration, resume writing, interview skills, and a career plan.
- Interview day is held during their class time one day during the semester.



# INTERVIEW DAY PREP

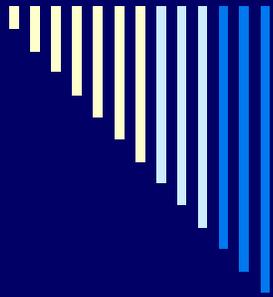
- ❑ Students complete their career inventories and career search component
  - ❑ Students complete a resume unit
  - ❑ Students practice their interview skills
  - ❑ Students learn how to dress, speak, and what to bring
  - ❑ Students make 3 copies of resume to bring.
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# INTERVIEW DAY

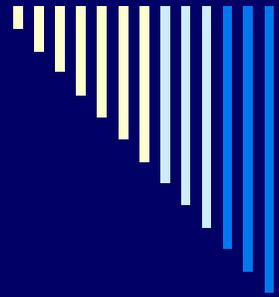
- ❑ Students report to the HS Library instead of class
  - ❑ Students come dressed for success—not for a party!!
  - ❑ Students are given a job application upon arrival that they complete while they are waiting for their turn to interview
  - ❑ Business professionals are stationed around the room and students are sent to them by their teacher.
  - ❑ Interviews take about 8 minutes each with a 2 minute review
  - ❑ Interview rating sheets are completed by the business professional and return to the teacher.
  - ❑ Students hand in job application before they leave.
-



# DOCUMENTS NEEDED

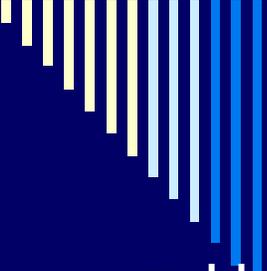
- Sales Occupational Guide
- Job Application
- Candidate Evaluation Form
- Interview Day Procedures for interviewers
- Certificate of Appreciation/Participation
- Name plates

NOTE: these are included in a separate packet and available online



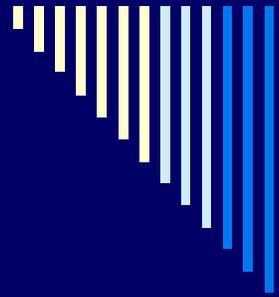
# TEACHERS

- ❑ Teachers create a rubric for evaluation including dress, job application and the actual interview.
- ❑ Teachers prepare lessons and time them to culminate with the date scheduled.
- ❑ Teachers supervise their students during the period of their classes.
- ❑ They evaluate the students



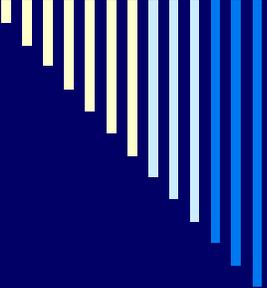
# BUSINESS PROFESSIONALS

- ❑ Use your advisory board members as a resource
  - ❑ If they cannot attend, ask them to send someone else from their company
  - ❑ If no advisory board, ask parents—back to school night ask for volunteers
  - ❑ First day of classes have students complete a job application for your class and include contact info and occupations of their parents.
  - ❑ Use local business associations—Kiwanis, etc.
  - ❑ Use your HR department, district directors, school board members, and other school personnel.
-



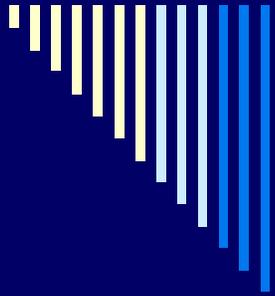
# SALES POSITION

- ❑ We have students interview for a mock sales position another idea is a management trainee
- ❑ Sales is easiest since they all know what a salesperson does
- ❑ No particular industry is used but the interviewers could makeup a pretend product for the sake of the interview.
- ❑ Job description for Sales position are distributed to the students and interviewers so they can develop questions and know the skills needed



# PLANNING

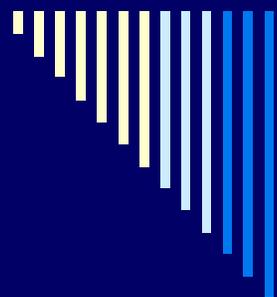
- ❑ Distribute the date as early as possible to potential interviewers and classroom teachers
  - ❑ Develop a period by period schedule with number of students. Figure an interviewer can interview about 4 per 40 minute period.
  - ❑ One month before secure a time commitment from the business people. The more the better. Our students sometimes can do 2 practice interviews in the period.
  - ❑ Provide procedures and forms to the interviewers ASAP. They like to be prepared.
  - ❑ Plan for coffee setup, light breakfast, water bottles and lunch for business participants.
  - ❑ Prepare certificates of appreciation/participation as a thank you for the business people.
  - ❑ Prepare name tags for each interviewer
  - ❑ Prepare an address list of all interviewers for the students to write thank you letters
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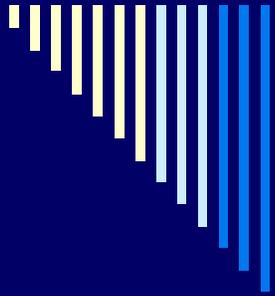
# THE WEEK BEFORE

- Have copies made of job application
  - Have copies made of evaluation sheets
  - Make folders for each class
  - Make folders for each interviewer
  - Email or call to verify times with interviewers
  - Create name tags for interviewers
-



## DAY AFTER

- ❑ Teachers review the event with the students
- ❑ Teachers assign a grade and return the evaluation forms
- ❑ The students get to share what they learned
- ❑ Students type follow up letters to their interviewer.



# PROBLEMS

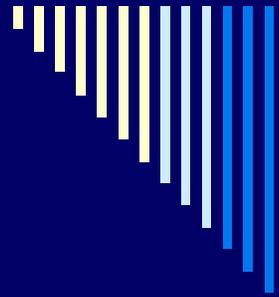
- Sometimes business people have to cancel at the last minute due to issues at work

## SOLUTION

Be sure to have more interviewers than needed

Where possible, get retirees involved. They are the most dependable.

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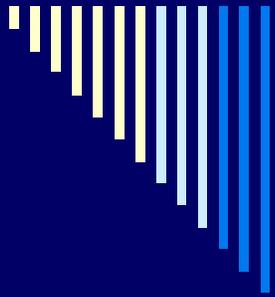


# PROBLEMS

- Students who are absent-legally

## SOLUTION

Schedule a makeup day with one interviewer who couldn't make your date. Have them available during lunch periods for students to do their makeup.

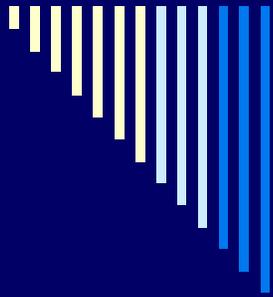


# PROBLEM

□ Interviewer is very hard on students or do not give sufficient feedback

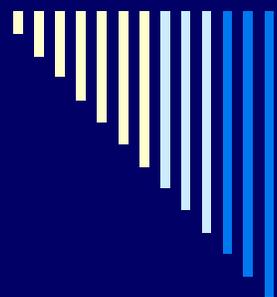
## SOLUTION

- If the teacher sees a pattern from a particular interviewer the teacher does not penalize students and notes it for the next interview day.
  - Teacher also can use this as a learning experience that some interviewers may be looking at their interview differently.
-



## Student reactions to the day

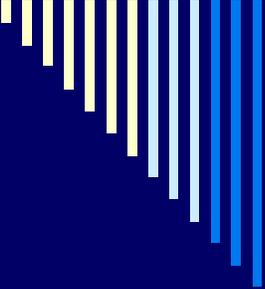
- ❑ First year our students were not as cooperative—why do we have to do this?
- ❑ After a few years, students ask when their interview day is.
- ❑ Some students actually get hired for a job
- ❑ Students have asked if they can do it again



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# TEACHER REACTIONS

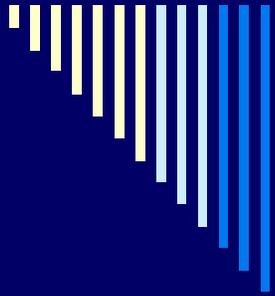
- Works well
  - Students really learn
  - Helps reinforce what they have taught
-



# FINAL THOUGHTS

- ❑ Be sure to write a press release with pictures after each event.
- ❑ Remember it will be easier each time you do it.
- ❑ Good luck!





# FOR MORE INFO

- [bmattes@hewlett-woodmere.net](mailto:bmattes@hewlett-woodmere.net)
- G. W. Hewlett High School 60 Everit Ave.  
Hewlett, NY 11557
- 516 374-8028
- If anyone wants to see our interview day in action, I am running one November 13 and again April 2. (Located on Long Island near city border)