

# 20 Practice Your Interviewing Skills

## TRANSITION OBJECTIVE

Students will practice answering interview questions.

## RELEVANCE TO SUCCESSFUL TRANSITION

To have an edge over most other interviewees, the job seeker must be very comfortable answering even the most difficult interview questions. To do this takes practice.

## INSTRUCTIONAL SEQUENCE

### ❑ STEP 1: Update Journal

I am confident during a job interview when...

### ❑ STEP 2: Convene Roundtable

"Practicing for something I want to do well is smart because \_\_\_\_."

### ❑ STEP 3: Advance Organizer

"For the next week, you will practice interviewing."

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CAREER MANAGEMENT: Unit 2 LESSON 20

### Critique the Interview

Use the four critiques on this page to keep track of your progress. Each section is labeled with the activity it will critique. There are two sections for self-critique and two for an observer critique. Use these critiques to monitor your progress and determine areas in which you need to improve your skills.

Interview Critique Triad Interview # 1 Observer Critique				Interview Critique Triad Interview # 1 Self-Critique			
Name: _____				Name: _____			
Job Position: _____				Job Position: _____			
Company: _____				Company: _____			
Handshake:	_____	_____	_____	Handshake:	_____	_____	_____
Eye Contact:	_____	_____	_____	Eye Contact:	_____	_____	_____
Posture:	_____	_____	_____	Posture:	_____	_____	_____
Facts:	_____	_____	_____	Facts:	_____	_____	_____
Skills & Experience:	_____	_____	_____	Skills & Experience:	_____	_____	_____
The Close:	_____	_____	_____	The Close:	_____	_____	_____
Overall Rating:	_____	_____	_____	Overall Rating:	_____	_____	_____
TOTAL: _____	PERCENT: _____			TOTAL: _____	PERCENT: _____		

Interview Critique Triad Interview # 2 Observer Critique				Interview Critique Triad Interview # 2 Self-Critique			
Name: _____				Name: _____			
Job Position: _____				Job Position: _____			
Company: _____				Company: _____			
Handshake:	_____	_____	_____	Handshake:	_____	_____	_____
Eye Contact:	_____	_____	_____	Eye Contact:	_____	_____	_____
Posture:	_____	_____	_____	Posture:	_____	_____	_____
Facts:	_____	_____	_____	Facts:	_____	_____	_____
Skills & Experience:	_____	_____	_____	Skills & Experience:	_____	_____	_____
The Close:	_____	_____	_____	The Close:	_____	_____	_____
Overall Rating:	_____	_____	_____	Overall Rating:	_____	_____	_____
TOTAL: _____	PERCENT: _____			TOTAL: _____	PERCENT: _____		

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### ❑ STEP 4: Activity - One Class Period

For the next week, students will practice answering the 10 most commonly asked interview questions. First, students will practice with a partner, then in triads. Have students review the **Ten Most Common**

### Interview Questions, Astonishing Answers!

and the **Interview Critique**. Students will use the critique to evaluate nonverbal communication (handshake, eye contact and posture) and verbal communication (keeping to the facts, talking about skills and experience and closing the interview). Each area is evaluated on a three-point scale, then totaled. Explain that practicing is a powerful learning tool, as it will help them remember exactly what to do or not to do in the future.

### ❑ STEP 5: Activity - Two Class Periods

Students practice with a partner, asking and answering the **Ten Most Common Interview Questions** and using the answers they developed with the handout **Astonishing Answers!** from Lesson 18. Spend at least one class period practicing. Tell students that during this time they need to get comfortable talking about themselves and their strengths.

### ❑ STEP 6: Activity - Two Class Periods

Students will practice interviewing in triads, alternating the following roles: The Interviewer will ask the **Ten Most Common Interview Questions**; the Interviewee will respond using his/her own **Astonishing Answers!**; the Observer will evaluate the Interviewee on the **Interview Critique**. One section of the **Interview Critique** will be used by each Observer, leaving the Interviewee two sections for self critique. The triad will conduct a total of six mock interviews, giving

each student in the group two turns as the Interviewee, as well as two critiques, one from each of the other members. After all triads have completed the six interviews (two in each role), debrief the class by asking students to share a general reaction and one thing they learned from this experience.

#### ❑ STEP 7: Evaluate Outcomes

For my next interview I will work on “\_\_\_\_\_.”

#### ❑ STEP 8: Connecting Activity

Think about the question you would dread most to be asked and talk to someone you respect about how they would answer that question if they were in your shoes.

### KEY WORDS

critique

evaluation

self-critique

mock interview

dread

### MATERIALS AND PREPARATION

- Student Handouts: **Ten Most Common Interview Questions**, page 95; **Astonishing Answers**, pages 97-98; **Interview Critique**, page 101.
- Prepare to explain the steps for practicing the interview.
- Practice steps, encourage students and give positive feedback.
- Plan to spend at least four days on these activities.

### SCANS FOUNDATION SKILLS

- Basic Academic Skills: Speaking, Listening, Math
- Thinking Skills: Creative Thinking
- Personal Qualities: Responsibility, Self-Esteem