

Monday, July 4th, 2016

Work Readiness Mock Interviews

Standards

Recognize the elements of communication using a sender–receiver model. *California*

Interpret verbal and nonverbal communications and respond appropriately. *California*

Evaluate personal character traits such as trust, respect, and responsibility and understand the impact they can have on career success.

CCR.W.4 Produce clear and coherent writing in which the development, organization, and style are appropriate to task, purpose, and audience.

W.9-10.2.d Use precise language and domain-specific vocabulary to manage the complexity of the topic.

CCR.L.1 Demonstrate command of the conventions of standard English grammar and usage when writing or speaking.

Communicate clearly, effectively, and with reason.

Develop an education and career plan aligned with personal goals.

Objective

Students will practice responses to commonly asked interview questions and improve their own answers to interview questions.

Materials

Computer access for students to access <https://www.caljobs.ca.gov/>

-OR-

Pathway-specific job announcements - 1 per student

[Company Research Table](#)

[Mock Interview Questions and Rubric](#)

Optional: [How to Give Constructive Criticism](#)

Procedures

1. Either have students go online and search current open job announcements. Suggestion: <https://www.caljobs.ca.gov/>

-OR-

If there is limited computer access, teachers may print and provide one pathway specific job announcement per student.

2. Have students review use the [Company Research Table](#) to fill in information about the job opportunity and organization.

3. Have students practice filling out [Mock Interview Questions](#) as homework, in small groups, or by themselves for practice.

4. The next class period students will participate in the Mock Interview Session.

5. Mock Interviews should be conducted by industry professionals, but can alternately be peer to peer.

- Especially if Mock Interview are completed with industry, interviews should be conducted in the most professional space available.

- Mock Interviews should not be completed in front of the class as a whole.

- It is recommended for peer to peer interviews that they are conducted in a large, open space. i.e. a multipurpose room.

- For peer to peer interviews, it should be reinforced that feedback should be constructive and not critical. Comments should be made on actionable items, and tips for improvement.

- For student support, they should be required to wear business professional clothing the day of the Mock Interviews.

6. Industry should be contacted prior to the Mock Interview day and given the [Mock Interview Questions and Rubric](#), as well as the job announcement if possible.

Homework

Accommodations & Modifications

As this day's lessons are mostly group and oral work, modifications should include grouping students to support struggling learners, verbal check-in, guiding questions, and the following. This is true for all activities throughout the day.

1. Consider having students work in small groups with varying ability levels instead of in pairs so that everyone, even those with limited reading skills, can participate.