

Job Interview Skills Workshop

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



Workshop (1 of 4)

1.5 Hours

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Lesson Plan

Program Leaders Needed: 1; but more effective with 2

Time Estimated: 1.5 Hours

Material/Equipment Needed:

- Post-it notes
- A white board with markers
- 1 copy of *Handout #1 - Speed Interviewing Questions* document per participant
- 1 copy of *Handout #2 - 5 Common Interview Questions* document per participant

Objective: Youth will learn about proper etiquette for job interviews. They will also practice responding to interview questions, building impromptu speaking abilities.

1. Warm Up (Optional) ~ 10 Minutes

-This is a fun warm-up activity that requires program participants to provide reasoning for their choices, preparing them to answer similarly structured interview questions later on in the lesson.

- Ask the group the following question: If you were stranded on a deserted island and could only bring 3 items, what would they be?
- Give them time to write their 3 items on a white board or on post-it notes.
- Regroup and have each individual share his/her items and why the reasoning behind their choices.

2. “Who Would You Hire” Role Play? ~ 30 Minutes (Most effective with two facilitators)

-This activity models one bad and one good interview in order to demonstrate what is considered appropriate and inappropriate behavior in a job interview. If there is only one staff member, s/he can play both roles.

- Give participants interview questions and tell them 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 *Soccer Coach* or *Store Manager*.
- First, allow the participants to interview you while you model someone who is prepared and professional. Youth can take turns asking different interview questions. Give answers that provide youth with real life experiences that relate to the job offering at hand.
- Now have youth proceed to interview the second staff member (or the same staff member in different clothing). The second interviewee should model unprofessional behavior. Examples of this include dressing inappropriately, using informal language, talking on the phone, chewing gum, not making eye contact, and answering questions with incomplete, one-sentence answers.
- After the second interview, ask the youth to point out specific habits and responses that set the two interviewees apart. Who would they hire? Why? Use their responses to generate a list of “Good Interview Habits” on the whiteboard or on a piece of paper.

3. Speed Interviewing ~ 30 Minutes

-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.

- 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. The document is a mix of serious interview questions and fun, hypothetical questions that require flexibility and spontaneity.
- Youth have three minutes to interview their partners. They can take turns asking questions and responding.
- Once the three minutes are up, ask participants to share with their partner the question they thought their partner answered particularly well, and why it was strong.
- Shuffle partners around and repeat the exercise. It can be repeated 3-4 times before participants will want to move on to a new activity.

4. 5 Most Likely Interview Questions ~ 20 Minutes

-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.

- Write the 5 serious interview questions on the whiteboard.
- Answer them as a large group. Youth shout answers out. Record good phrases/examples on the board.
- Encourage participants to examine the responses on the board and think about which ones might also reflect what they would say about themselves. Give them 5 minutes to jot down their own answers on the handout.
- If there is time, finish by splitting youth up in pairs have having them practice asking and answering the common questions, mimicking an interview setting. The more practice they can get in saying their answers aloud, the better.

Handout #1 Speed Interview Questions

1. How would you describe yourself?
2. If you could have any animal in the world as a pet, what animal would you choose?
3. What motivates you? What are you passionate about?
4. Why are you looking for a job?
5. What is your greatest strength?
6. If you were a robot, what would you do?
7. What's your biggest weakness?
8. How would you describe your ability to work as a team member?
9. Tell me of a time you faced a challenge or conflict at work or school, and how you dealt with it.
10. What's your dream job?
11. If it had to be always nighttime or daytime, which one would you choose, and why?
12. How do you deal with stressful situations?
13. What has been your most rewarding accomplishment?
14. Would you rather work independently or in a team? Why?
15. What have you learned in school that would make you successful in a job?
16. If you could have one super power, which one would it be? Why?
17. What is your favorite food and why?
18. What type of person or personality do you find is hard to work with? Why?
19. Tell me about a time you helped resolve a dispute between other people.
20. If you could be a professional athlete in any sport, what sport would it be?

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?
