

Mock interview activity

Good interviewing skills are probably one of the best skills a person can have. All too often, qualified, capable people are unable to get work or change to a better job because they don't have good interviewing skills. Interview skills like all skills, are transferable. For example, good interview skills include the ability to appropriately respond in a stressful situation, present yourself appropriately for the situation, communicate effectively, and demonstrate appropriate manners. All these skills will help a person be successful in social situations, common work situations, and school. A mock interview can help you learn how to answer difficult questions, develop interview strategies, improve your communication skills and reduce your stress before an actual job interview.

This interview activity will help the participant understand common behaviors and skills that will help him/her be successful at getting a job, communicating thoughts and ideas, and in life itself.

Instructions:

The students will bring to you a completed Job Application. Please spend 3-5 min interviewing each student that visits your station.

The mock interviews are reported to be the student favorite! Kids really appreciate your attention and that for even just five short minutes an adult is focused and listening to them!

Please give each student that you interview a Critique sheet with **at least two** good candidate items checked and check "You're hired!" at the bottom of the sheet. You may use the additional comments to give positive constructive feedback.

Interviewer script:

"Good morning my name is _____ and I will be conducting your interview this morning."
(*shake hands*) "Please have a seat."

Questions:

Did you bring a copy of your resume or completed job application?

Tell me a little about yourself.

In what extracurricular activities are you involved?

What are your strengths?

What are your weaknesses?

Do you see yourself as a leader or a follower?

Tell me about a time that you solved a problem.

Where do you see yourself in 5 years?

What are your career goals and how are you going to achieve them?

Do you have any questions for me?

Job Application

PERSONAL INFORMATION

Last Name _____ First Name _____ Middle Initial _____

Address _____ City _____ State _____ Zip Code _____

Phone _____ Email Address _____

EDUCATION

School Name _____ Grade Level _____

Favorite Subject _____

EMPLOYMENT/CAREER OPPORTUNITIES (Circle your areas of interest)

Agriculture, Food & Natural
Resources

Finance

Law, Public Safety,
Corrections & Security

Architecture & Construction

Government & Public

Administration

Manufacturing

Arts, A/V Technology &
Communications

Health Science

Marketing

Business Management &
Administration

Hospitality & Tourism

Human Services

Science, Technology,
Engineering & Mathematics

Education & Training

Information Technology

Transportation, Distribution
& Logistic

Skills

Check the computer programs you are familiar with:

Word Processing ___ Presentation Slides ___ Spreadsheets ___

What interesting skills do you have that would make you a good fit for the jobs you circled?

Extra-Curricular Activities / Hobbies

What do you like to do in your spare time? _____

REFERENCES (Non-relative references including: teachers, ministers, neighbors, coaches, leaders)

Name _____ Relationship _____ Phone _____

Name _____ Relationship _____ Phone _____

Date _____ Signature _____

NAME _____

School _____

Date _____

CAREER CLUSTERS INTEREST SURVEY

Directions: Circle the items in each box that best describe you. You may make as many or as few circles in each box as you choose. Add up the number of circles in each box. Look to see which three boxes have the highest numbers. Find the corresponding Career Clusters on the pages immediately following this survey to see which Career Clusters you may want to explore.

Box 1

Activities that describe what I like to do:	Personal qualities that describe me:	School subjects that I like:	Total number circled in Box 1
1. Learn how things grow and stay alive. 2. Make the best use of the earth's natural resources. 3. Hunt and/or fish. 4. Protect the environment. 5. Be outdoors in all kinds of weather. 6. Plan, budget, and keep records. 7. Operate machines and keep them in good repair.	1. Self-reliant 2. Nature lover 3. Physically active 4. Planner 5. Creative problem solver	1. Math 2. Life Sciences 3. Earth Sciences 4. Chemistry 5. Agriculture	<input type="text"/>

Box 2

Activities that describe what I like to do:	Personal qualities that describe me:	School subjects that I like:	Total number circled in Box 2
1. Read and follow blueprints and/or instructions. 2. Picture in my mind what a finished product looks like. 3. Work with my hands. 4. Perform work that requires precise results. 5. Solve technical problems. 6. Visit and learn from beautiful, historic, or interesting buildings. 7. Follow logical, step-by-step procedures.	1. Curious 2. Good at following directions 3. Pay attention to detail 4. Good at visualizing possibilities 5. Patient and persistent	1. Math 2. Drafting 3. Physical Sciences 4. Construction Trades 5. Electrical Trades/Heat, Air Conditioning and Refrigeration/Technology Education	<input type="text"/>

Source: Adapted from the Guidance Division Survey, Oklahoma Department of Career and Technology Education (2005)

Note: This survey does not make any claims of statistical reliability and has not been normed. It is intended for use as a guidance tool to generate discussion regarding careers and is valid for that purpose.

Box 3

Activities that describe what I like to do:	Personal qualities that describe me:	School subjects that I like:	Total number circled in Box 3
1. Use my imagination to communicate new information to others. 2. Perform in front of others. 3. Read and write. 4. Play a musical instrument. 5. Perform creative, artistic activities. 6. Use video and recording technology. 7. Design brochures and posters.	1. Creative and imaginative 2. Good communicator/good vocabulary 3. Curious about new technology 4. Relate well to feelings and thoughts of others 5. Determined/tenacious	1. Art/Graphic design 2. Music 3. Speech and Drama 4. Journalism/Literature 5. Audiovisual Technologies	<input type="text"/>

Box 4

Activities that describe what I like to do:	Personal qualities that describe me:	School subjects that I like:	Total number circled in Box 4
1. Perform routine, organized activities but can be flexible. 2. Work with numbers and detailed information. 3. Be the leader in a group. 4. Make business contact with people. 5. Work with computer programs. 6. Create reports and communicate ideas. 7. Plan my work and follow instructions without close supervision.	1. Organized 2. Practical and logical 3. Patient 4. Tactful 5. Responsible	1. Computer Applications/Business and Information Technology 2. Accounting 3. Math 4. English 5. Economics	<input type="text"/>

Box 5

Activities that describe what I like to do:	Personal qualities that describe me:	School subjects that I like:	Total number circled in Box 5
1. Communicate with different types of people. 2. Help others with their homework or to learn new things. 3. Go to school. 4. Direct and plan activities for others. 5. Handle several responsibilities at once. 6. Acquire new information. 7. Help people overcome their challenges.	1. Friendly 2. Decision maker 3. Helpful 4. Innovative/inquisitive 5. Good listener	1. Language Arts 2. Social Studies 3. Math 4. Science 5. Psychology	<input type="text"/>

Box 6

Activities that describe what I like to do:	Personal qualities that describe me:	School subjects that I like:	Total number circled in Box 6
1. Work with numbers. 2. Work to meet a deadline. 3. Make predictions based on existing facts. 4. Have a framework of rules by which to operate. 5. Analyze financial information and interpret it to others. 6. Handle money with accuracy and reliability. 7. Take pride in the way I dress and look.	1. Trustworthy 2. Orderly 3. Self-confident 4. Logical 5. Methodical or efficient	1. Accounting 2. Math 3. Economics 4. Banking/Financial Services 5. Business Law	<input type="text"/>