

# Senior Mock Interviews



# Crook County High School

<u>Class</u>	<u>Lesson Plan</u>
<b>1 &amp; 2</b>	<p><b><u>Mock Interview Application</u></b></p> <ul style="list-style-type: none"> <li>• Class discusses the process of applying for a job, e.g. written applications, telephone contact, application forms, aptitude tests etc.</li> <li>• Students apply for an entry level job related to their career interest.</li> <li>• Students prepare mock interview job application resumé and cover letter. <u>Must be thoroughly proofread and edited.</u> *</li> <li>• Students assemble final drafts: four (4) copies of their written application, resumé and cover letter together, one (1) for the portfolio, two (2) for the interviewers and one (1) extra to take to the interview.</li> </ul> <p><b><u>Student requirements</u></b></p> <ul style="list-style-type: none"> <li>• Review: 'Responding to Job Vacancies by Telephone' information sheet, Job Finding Tools Packet, 'Filling Out Application Forms' information sheet</li> <li>• Prepare database file and hard copy of final drafts of CCHS Mock Interview Application, student resumé and cover letter*</li> </ul> <p><b><u>Teacher requirements</u></b></p> <ul style="list-style-type: none"> <li>• Teacher instructs students to place final drafts of applications, resúmes and cover letters in their portfolios. Students will make 3 extra copies of each of these items. Two for their interviewers and one extra to take to the interview.</li> </ul> <p>Resource pages 4 – 6 <i>and</i> <u>Job Finding Tools Packet</u></p>
<b>3</b>	<p><b><u>Mock Interview preparation/practice</u></b></p> <ul style="list-style-type: none"> <li>• Class discusses the process of interviews.</li> <li>• Students work in pairs to practice the interview questions, each having a turn as the interviewer and interviewee.</li> </ul> <p><b><u>Student requirements</u></b></p> <ul style="list-style-type: none"> <li>• 'Preparing for an Interview' information sheet</li> <li>• 'Possible Interview Questions by the interviewer' information sheet</li> <li>• 'Possible Interview Questions to the Interviewer' information sheet</li> </ul> <p><b><u>Teacher requirements</u></b></p> <ul style="list-style-type: none"> <li>• Facilitate practice interviews.</li> </ul> <p>Resource pages 7-9</p>
<b>4</b>	<p><b><u>Mock Interview – Student Requirements</u></b></p> <ul style="list-style-type: none"> <li>• Review 'Student Planning Guide'</li> <li>• Review 'Dress for Success'</li> <li>• Complete Student Self Evaluation Guide (after Mock Interview)</li> </ul> <p>Resource pages 10-12</p>

***\*Your interview documents are your first introduction to your interviewer.  
Will your documents earn you an invitation to interview?***

## Responding to Job Vacancies by Telephone

*For your information only at this time – may be used for REAL Interviews*

When an advertisement states to telephone the organization for the position description or application form, you need to treat the call like a first interview. Usually this is the first screening phase of the selection process.



### **Purpose of the call**

Make sure you take note of what the advertisement has asked you to achieve when you place the call, e.g. Have selection criteria sent to you, obtain an application etc.

### **When to make the call**

You should make the telephone call as soon as possible after the position is advertised because it makes a better impression to the employer.

### **Before you telephone**

If you have any questions to ask about the job, write them down and be prepared to answer the following two (2) questions from the employer –

1. How do you meet the criteria?
2. Why are you interested in this position?

### **Making the call**

The telephone is an important tool that we use every day to communicate. It is important that we do it well because we are judged very quickly by how we speak on the telephone.

### **Important things to consider**

- Can I be heard and understood easily?
- Am I friendly in the way I speak?
- Am I using good English language e.g. no slang or incorrect grammar?
- What should I do if someone else answers the call?
- What should I do when I get a person's answering machine?
- Is this a suitable time to call someone?
- What times am I available to make an appointment?
- Do I have a pen and paper to note details?

### **What should I say when I telephone someone?**

**Introduction** - Hello, this is *(your name)*, could I please speak to *(the contact person's name)* and I am calling to *(your purpose)*

*Note; If someone else has answered the telephone for the person you are calling, it is important to repeat your introduction to the person you are calling.*

**Confirmation** - Repeat any instructions you are given *(time, day, address)*

**Close** - Thank you very much for your time, good-bye.

## Filling Out Application Forms

Some employers, particularly larger organizations, will ask you to fill in their application form in order to apply for the job. They might post the form to you, but more frequently will ask you to fill it out in their offices before you are interviewed.



Most application forms are similar and require the information you would include in your resume. It is important to fill in the form honestly, without exaggeration or understatement. Employers will usually check the reliability of information gained through the Application Form before offering you a job.

It is important to remember when you complete an application form is take your time, read the whole thing first before your fill it out. If you do not understand a question, ask someone to explain what it means.

Here are a few tips for help you fill out an application form:

- Try to obtain two (2) copies (one to be used as a rough copy)
- Read and follow the instructions carefully
- Look through the form and consider each question carefully
- Always use black or blue ink and print all your answers clearly
- Provide all information asked for
- Use your resumé to help you fill in the form
- A copy of your resumé can be attached to the application form
- When a question does not apply to you, write 'Not Applicable' or "N/A"
- Keep the rough copy for your own information

**CCHS Mock Interview Application**

*Important - This form must be completed in full in order for your application to be accepted.*

Position Desired: \_\_\_\_\_ Date of Application: \_\_\_\_\_

**Applicant Information**

Applicant Name \_\_\_\_\_

Home Phone \_\_\_\_\_ Other \_\_\_\_\_

Email Address \_\_\_\_\_

Current Address - Number and street \_\_\_\_\_

City/State/Zip \_\_\_\_\_

Do you have a valid Oregon Driver's License? \_\_\_\_\_ ODL# \_\_\_\_\_

Have you ever been convicted of a crime?  Yes  No

If yes, explain in full \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

**EDUCATION**

Name and Location of Grammar School: \_\_\_\_\_

Name and Location of High School: \_\_\_\_\_

Current Grade:  9<sup>th</sup>  10<sup>th</sup>  11<sup>th</sup>  12<sup>th</sup> GPA (see counselor): \_\_\_\_\_

Job-related subjects studied:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**SPECIAL SKILLS AND QUALIFICATIONS**

Summarize special job-related skills and qualifications acquired from employment or other experience.

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**ACTIVITIES AND HONORS** (Civic, Athletic, Academic, etc.)

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**EMPLOYMENT HISTORY**

Are you employed now? \_\_\_\_\_ If so, may we contact your present employer? \_\_\_\_\_

Start with your present or last job. Include any job-related volunteer activities. You may exclude organizations which indicate race, color, religion, gender, national origin, handicap, or other protected status.

DATE MONTH AND YEAR	NAME AND ADDRESS OF EMPLOYER	SALARY	POSITION	REASON FOR LEAVING
FROM _____ TO _____				
FROM _____ TO _____				
FROM _____ TO _____				

Which of these jobs did you like best? \_\_\_\_\_

What did you like most about this job? \_\_\_\_\_

**REFERENCES:** List the names of three persons not related to you, whom you have known at least one year.

Name and Address	Phone	Business	Years Acquainted

I certify that all the information submitted by me on this application is true and complete, and I understand that if any false information, omissions, or misrepresentations are discovered, my application may be rejected and, if I am employed, my employment may be terminated at any time.

Signature of Applicant: \_\_\_\_\_ Date: \_\_\_\_\_

## Preparing for an Interview

### **For your information only at this time – you *will* complete this step for a *REAL* interview**

#### **Employer Research**

Before an interview, it is very important to learn about the organization. Some employers will ask you what you know about their business at an interview!!! Having a general knowledge about an organization will also help you to think of questions to ask at the interview. So, as you are researching, if you think of something you would like to know about the job or the organization, write it down on a list and refer back to that list before your appointment.

#### **Basic facts to discover**

- \* Name of company, directors, owners etc.
- \* Size of company, amount of employees, number of branches.
- \* Products and services provided.
- \* Who are their customers, clients etc.

### **You will complete all of these steps for your Mock Interview:**

#### **Career Research**

- If your Mock Interview documents are for a career that you have previously researched and/or your most current Job Shadow, review that information. You need be very knowledgeable about the career and position you are applying for. If you are not familiar with the career or position you are applying for, research them in advance to make a good impression during your interview.

***It is important to get past the starting line (the first 2 minutes!!!)***

#### **First impressions**

- Make sure you arrive for the interview at least 15 minutes early.
- Turn off your cell phone.
- Introduce yourself and shake hands when you arrive.
- Speak clearly; don't use slang or bad English.
- Address the interviewers by their names.
- Your appearance is important, make sure you have -
  - Neat, clean and conservative clothes
  - Clean and brushed hair
  - Clean and suitable shoes
  - Minimal make-up and jewelry
- Brush your teeth, use deodorant and clean your fingernails. Girls, if your nails are painted, make sure the polish is fresh and a conservative color– no chipped polish.
- Be organized, have your portfolio neat and tidy. Include your questions for the employer in the back of your portfolio together with extra copies of your resumé.

#### **Body language**

- Maintain eye contact and smile.
- Occasionally nod your head.
- Answer questions briefly and positively, **don't**:
  - Cross your arms
  - Slouch in the chair
  - Pick at your fingernails

#### **What to take to an interview**

- Your portfolio containing your resumé, qualifications, references, certificates, etc.
- A copy of your job application, resumé and cover letter.
- Pen and paper
- List of questions you have about the job

#### **Interview format**

- Usually an interview will follow these guidelines:
  - The interviewer will give an overview of the position
  - The interviewer will ask you some questions
  - You will be given an opportunity to ask questions  
*(this is where you can offer the employer your portfolio to look at)*
  - Closing of the interview

#### **Closing the interview**

- Thank the interviewer(s) for their time.
- Ask when you can expect to hear from them.

## Possible Interview Questions

### Personal

- Tell me about yourself?
- What made you apply for this job?
- What clubs or organizations are you a member of?
- What have you learned from your hobbies, interests and outside activities?
- What qualifications do you have for this job?

### Cooperation

- How do you feel about working with others and as part of a team?
- Do you follow instructions easily?
- When required, would you be willing to work overtime?
- How do you work under pressure?

### Self confidence

- What do you consider to be your greatest strengths, weaknesses or faults?
- How do you think a teacher who knows you well would describe you?
- Why do you think you are suitable for this position?
- Why should we consider you for this job instead of other applicants?

### Motivation/initiative

- How did you prepare for this interview?
- What is important to you in a job?
- Why would you like this job?
- If you didn't understand an instruction, what would you do?
- What motivates you to put forth your greatest effort?
- Describe your most rewarding experience in school.
- Do you have plans to continue your education in some way? What are they?
- Where would you like to be in 5 years?
- What are your long-range and short-range goals and objectives?
- When and why did you establish your goals, and how are you preparing yourself to achieve them?

### Other

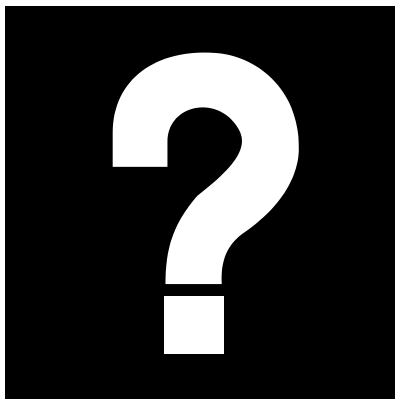
- Would you like to ask any questions?



## Possible Questions to the Interviewer

*For Mock Interview only – job specific questions would be asked during a REAL interview*

- What do you see as the pros and cons of this type of work?
- What are the qualifications and educational requirements for this type of work?
- What factors would make one fail or succeed in this type of work?
- What are the current challenges faced by this industry?
- What do you see as the nature of the job market in this field?
- What kinds of experience would you suggest that someone pursue to make them more marketable in this field?
- Can you recommend any websites related to your field or industry?
- Can you recommend any area employment agencies, newspapers, etc. that post job openings for your career field or industry?
- Can you recommend any professional journals, conferences/workshops, or professional associations that relate to your line of work?
- Are there specific employer directories, industry leaders, or employer research guides I could further explore for targeting potential networking contacts?
- Can you refer me to anyone else I might speak with to continue my research?



## Senior Mock Interview Student Planning Guide

Performance	Excellent interview: You should get a job offer!	Average interview: you could get called back but it is not certain.	Interviewing skills need significant improvement: You would not get this job.
<b>First Impressions</b>	<ul style="list-style-type: none"> <li>• Your appearance is professional—you are wearing appropriate business attire and are well groomed.</li> <li>• You greet your interviewer with a firm handshake and confident posture.</li> <li>• Your conversation is enthusiastic and engaging.</li> </ul>	<ul style="list-style-type: none"> <li>• You look nice but you are not wearing appropriate business attire and/or grooming is unacceptable.</li> <li>• Your greeting is appropriate but you forget to shake hands with your interviewer.</li> <li>• Your conversation is enthusiastic and engaging.</li> </ul>	<ul style="list-style-type: none"> <li>• Your attire is not professional—you wear jeans or shorts to this interview.</li> <li>• You do not greet or shake hands when you meet your interviewer.</li> <li>• Your conversation is not energetic.</li> </ul>
<b>Interview Content</b>	<ul style="list-style-type: none"> <li>• You are very knowledgeable about the position you are interviewing for.</li> <li>• You display poise and confidence.</li> <li>• You relate your skills to the job very well.</li> </ul>	<ul style="list-style-type: none"> <li>• You are knowledgeable about the position you are interviewing for.</li> <li>• You display adequate confidence in your answers.</li> <li>• You state your skills but do not adequately relate them to the job.</li> </ul>	<ul style="list-style-type: none"> <li>• You are not knowledgeable about the position you are interviewing for.</li> <li>• You are not confident in answering questions about yourself.</li> <li>• You do not state the skills you have to do this job.</li> </ul>
<b>Interview Skills / Techniques</b>	<ul style="list-style-type: none"> <li>• You have excellent eye contact with your interviewer without staring.</li> <li>• Your language and grammar is appropriate. You do not use um or and.</li> <li>• You speak at the right speed.</li> </ul>	<ul style="list-style-type: none"> <li>• You have adequate eye contact with your interviewer.</li> <li>• Your language and grammar are adequate. You say um or and a few times, but not enough to disrupt the interview.</li> <li>• You talk a little too fast or too slow.</li> </ul>	<ul style="list-style-type: none"> <li>• You look at the floor or ceiling when speaking.</li> <li>• Your grammar and language are not appropriate. You say um or and too many times.</li> <li>• You talk too fast or too slow.</li> </ul>
<b>Closing</b>	<ul style="list-style-type: none"> <li>• You successfully convey your interest in this position.</li> <li>• You ask appropriate questions of the interviewer.</li> <li>• You thank the interviewer.</li> </ul>	<ul style="list-style-type: none"> <li>• You convey some interest in the position.</li> <li>• You are not well prepared to ask questions.</li> <li>• You thank the interviewer.</li> </ul>	<ul style="list-style-type: none"> <li>• You do not show any interest in this position.</li> <li>• You do not ask any questions.</li> <li>• You do not thank the interviewer.</li> </ul>

## **Dress for Success!** **Attire, Grooming, Respect**

You are a representative of Crook County High School. Your behavior and appropriateness have great impact on the community's attitude toward all of us. Since most employers and customers represent an adult population, job site dress standards may differ from "at home wear". The business community tends to dress conservatively and those standards are required for all interviews. Follow these guidelines as well as the 'Preparing for the Interview' page.

The following attire, grooming and behavior are considered appropriate for interviews unless other standards are specified by employer:

- \* Clean, wrinkle-free dress slacks: Nothing saggy, baggy or torn hemmed at bottom. No holes.
- \* No jeans, shorts, capri pants, short skirts, sweats or warm-up type clothes.
- \* Shirts: Clean and wrinkle-free, with collar. No holes, tears, extreme patterns, writing or pictures on clothing; no midriff showing, no low-cut or see through shirts.
- \* Footwear: Wear clean, polished shoes. Men - Socks required. No sandals, flip flops or open-toe shoes.
- \* Jewelry: Nothing extreme (when in doubt, DON'T); no lip, nose, eyebrow or tongue rings, no multiple necklaces, earrings or rings.
- \* Grooming: Hair must be clean with no extreme styles or colors. No tattoos or other Marks visible.
- \* Must be clean shaven; nails must be clean, no extreme nail color or chipped nails and no extreme lip color.
- \* Remove hat during interview.
- \* Turn off cell phone.
- \* No gum chewing.



## SENIOR MOCK INTERVIEW STUDENT SELF EVALUATION GUIDE

Student Name: \_\_\_\_\_ Date: \_\_\_\_\_

Position Desired: \_\_\_\_\_

<b><u>Performance</u></b>	<b>Excellent</b> √	<b>Acceptable</b> √	<b>Needs Improvement</b> √
I prepared well for the interview (company research)			
Punctuality – Arrived on time			
Appearance – Dressed and groomed appropriately			
Greeting – Introduced myself properly			
Body Language – Smiled and made eye contact – Did not “fidget”			
Enthusiasm – Answered interview questions positively			
Asked questions about position			
Sincerely thanked interviewers			
My overall performance rating			

Additional Notes/Comments: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_