

# CAWS Educator Exchange—Lesson Plan

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Topic: How to Give a Successful Interview

Submitted By: Jennifer Carmack, Vinemont High School

Level/Subject: 12<sup>th</sup> Grade English

Content Standards: COS 12.12 Evaluate oral presentation skills of self and others for effectiveness

Time Required: 5 45-minutes class periods

Overview: Teaching students how to prepare for and execute a successful interview

Materials Needed:

- Handouts
  - 1. What Does an Employer Look For?
  - 2. Questions to Consider
  - 3. Mock Interview Evaluation
- PowerPoint Presentation
  - 1. Parts of an Interview
  - 2. How Were You Rated?
  - 3. Why People Aren't Hired
- Video Camera to Record Interviews

Activities:

- Day 1
  - Brainstorm with students reasons for conducting interviews (employment, financial aid and admission to colleges, etc.)
  - Ask students if they have been interviewed before and discuss their experiences.
  - Have students complete the simile, An interview is like...Then, discuss similes.
  - Give out copies of Handout #1 and discuss
  - PPT #1(Before the Interview)
  - Assign students a job, scholarship, etc. for which they will be “applying”
    - Homework—research to prepare for a 5 minute mock interview
- Day 2
  - Give copies of Handout #2 and discuss which questions are the most difficult and why.
  - Give examples of answers to questions.
  - PPT #1(The Interview, The Follow-Up)
- Day 3
  - Mock Interviews
- Day 4
  - Mock Interviews
- Day 5
  - Give feedback to students using Handout #3
  - PPT #2 and PPT #3