

Mock Job Interview

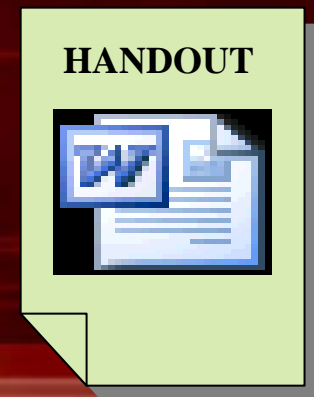
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This learning activity was developed as part of the requirements for the Aurora University/District U-46 graduate credit course *Technology: Improve Student Learning* OEDS-6044 Spring 2006, under the guidance of instructor Richard Levine.

Mock Job Interview

Scope of Project

This is a High School Senior project to be completed during the two days that Seniors are not in attendance when Juniors are taking the PSAE. Select the Word link below to view the handout that Seniors will receive for this project.



Mock Job Interview

Goals & Curriculum Fit

Language Arts

- 1.B.5a** Relate reading to prior knowledge and experience and make connections to related information.
- 3.B.5** Using contemporary technology, produce documents of publication quality for specific purposes and audiences; exhibit clarity of focus, logic of organization, appropriate elaboration and support and overall coherence.

Mock Job Interview

Goals & Curriculum Fit

Language Arts

- 3.C.5b** Write for real or potentially real situations in academic, professional and civic contexts (e.g., applications, job applications, business letters, resume, petitions).
- 4.A.4a** Apply listening skills as individuals and members of a group in a variety of settings (e.g., discussions, conversations, presentations, interviews).

Mock Job Interview

Goals & Curriculum Fit

Language Arts

4.B.5c Implement learned strategies to self monitor communication anxiety and apprehension (e.g., relaxation and transference techniques, scripting, extemporaneous outlining, repetitive practice).

Mock Job Interview

Goals & Curriculum Fit

Social/Emotional Learning (SEL)

- 1B.4b.** Analyze how positive adult role models and support systems contribute to school and life success.
- 1C.5a.** Set a post-secondary goal with action steps, timeframes, and criteria for evaluating achievement.

Mock Job Interview

Goals & Curriculum Fit

Workplace Skills

Illinois Occupational Skill Standards

Architectural Drafting Cluster - Appendix F

B. Seeking and Applying for Employment Opportunities

1. Locate employment opportunities
2. Identify job requirements
4. Prepare a resume
5. Prepare for job interview
8. Identify steps in applying for a job
9. Write an application letter
10. Write interview follow-up letter (Thank you)
11. Complete job application form
12. Identify attire for job interview

Mock Job Interview

Project Level

Bloom's Taxonomy

- Knowledge:
 - Describe your experience
 - List the companies current projects that you visited
 - List some of this companies previous projects
- Comprehension:
 - Discuss how and what the company does that you visited
 - Summarize your visit - things you observed and learned
 - Explain the importance of a complete a job application
- Application- Complete/fill out a job application

Mock Job Interview

Project Level

Bloom's Taxonomy

- Analysis:
 - Compare and contrast the difference in attire for a job interview vs. the attire for the job or work day.
- Synthesis:
 - Create a Resume
 - Create/update your portfolio
 - Compose a "Thank You" letter
- Evaluation:
 - Evaluate your evaluation – from Contact and Instructor
 - Summarize your experience.

Mock Job Interview

Essential Questions

- What are the sources of possible contacts?
- When should I call for the interview?
- How do I find out information about the company that I will visit?
- How much time should I allow for the interview/visit?
- How do I get to the interview? What if I get lost?
- How should I dress, what should I wear?
- Is there anything I can do to prepare for the interview?
- How early should I arrive for the interview?

Mock Job Interview

Essential Questions

- I get nervous, how should I handle the stress?
- What questions will the interviewer ask me?
- What should I do if I can't answer a question?
- Is there anything I shouldn't say?
- What questions should I ask the interviewer?
- What makes up a resume that will sell me?
- What should I include/exclude in my portfolio?

Mock Job Interview

Use of Rubrics

- This Power Point presentation includes a link to the 2 page evaluation that will be completed by the job contact that the student interviewed with. They will mail this back to the instructor.
Click to open
- This Power Point presentation also includes a link to the 2 page evaluation that the instructor will be using.
Click to open.

Job Contact Evaluation

CONSTRUCTION TRADES INTERVIEW EVALUATION

Name: _____ Year: _____

Address: _____

City: _____ State: _____ Zip: _____

Phone: _____

Employer: _____

Job Title: _____

Start Date: _____

End Date: _____

Rate: _____

Hours: _____

Benefits: _____

Comments: _____

Criteria	High	Low
1. Interview	5	1
2. Appearance of applicant	5	1
3. Attitude	5	1
4. Knowledge	5	1
5. Communication	5	1

Instructor Evaluation

Name: _____

Address: _____

City: _____ State: _____ Zip: _____

Phone: _____

Employer: _____

Job Title: _____

Start Date: _____

End Date: _____

Rate: _____

Hours: _____

Benefits: _____

Comments: _____

Criteria	High	Low
1. Interview	5	1
2. Appearance of applicant	5	1
3. Attitude	5	1
4. Knowledge	5	1
5. Communication	5	1

Mock Job Interview

Student Conceptual Readiness

How will the students acquire the skills necessary to complete this lesson?

- Students will complete a unit on preparing and writing a resume.
- Students will complete a unit on preparing a portfolio.
- Students will research “How to interview” and “How to prepare for an interview.” The Internet will be their source.
- Students will use word processing to prepare their resumes and complete their visitation reports.

Mock Job Interview

Student Technical Skill Level & Internet Literacy

Taking into consideration that most students already possess basic computer skills for using word processing and accessing and navigating through Internet, there should not be any issues to be concerned with in this area.

Mock Job Interview

Adapting & Transforming Levels of Use of Technology

This learning activity addresses the Transforming level of technology. Students will use the computer for Internet access and to word process their resumes and visitation reports.

Mock Job Interview

Learning Activity

This Learning activity is available as a linked handout in the second slide – Scope of Project. Handout highlights include:

- Student will contact a local architectural firm to set up a mock job interview.
- Student will visit their contact person at the workplace for a mock interview, information session, and facility tour.
- They will fill out a job application, present their portfolio, and resume.
- Their contact and teacher will complete separate evaluations.
- Student will prepare a visitation report to be handed in to the instructor on the day following their visitation.
- Student will compose and send a thank you letter to their contact.

Mock Job Interview

Student Product

- Student will prepare a visitation report to be handed in to the instructor on the day following their visitation.
- Student will have gained a valuable experience in preparing for and participating in a job interview in their career interest area.
- Student will have added a valuable source that they will be able to use as a future contact for a job recommendation, resource, possible internship, or job.