



Unit 5: Employment Skills

Lesson Three: Job Interview

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STUDENT LEARNING OBJECTIVES:

After completing these activities students will...

1. Identify appropriate behavior for an interview.
2. Demonstrate knowledge in a mock interview.
3. Create a thank you letter to accompany their interviews.

RESOURCES:

1. Ben Bailey- Job Application Video <https://www.youtube.com/watch?v=vGXvWYhMVsg>
2. Successful Job Interview, <http://www.fldoe.org/core/fileparse.php/7531/urlt/successful-job-interview.pdf>
3. [Floriculture CDE Handbook](#)

EQUIPMENT AND SUPPLIES NEEDED:

1. "Job Interview" PowerPoint
2. A copy of the "Question Brainstorm" worksheet for each student
3. A copy of the "Interview Checklist" worksheet for each student
4. A copy of the "Mock Interview Script" for each pair of students
5. A copy of the "Thank You Letter" worksheet for each student
6. A copy of the "Job Interview Rubric" for each student (if leveling up)

THESE ACTIVITIES ARE ALIGNED TO THE FOLLOWING STANDARDS:

AFNR Performance Element

- CS.05. Describe career opportunities and means to achieve those opportunities in each of the Agriculture, Food & Natural Resources career pathways.

FFA Precept

- FFA.PL-A.Action: Assume responsibility and take the necessary steps to achieve the desired results, no matter what the goal or task at hand.
- FFA.PL-F.Continuous Improvement: Accept responsibility for learning and personal growth.
- FFA.PG-I.Professional Growth: Assume responsibility for attaining and improving upon the skills needed for career success.
- FFA.PG-J.Mental Growth: Embrace cognitive and intellectual development relative to reasoning, thinking and coping.
- FFA.CS-M.Communication: Effectively interact with others in personal and professional settings.
- FFA.CS-N.Decision Making: Analyze a situation and execute an appropriate course of action.

AFNR Cluster Skills

- AG5 Describe career opportunities and means to achieve those opportunities in each of the Agriculture, Food & Natural Resources career pathways.

Common Core- Writing

- CCSS.ELA-Literacy.W.9-10.2 Write informative/explanatory texts to examine and convey complex ideas, concepts, and information clearly and accurately through the effective selection, organization, and analysis of content.

Common Core- Speaking and Listening

- CCSS.ELA-Literacy.SL.9-10.1 Initiate and participate effectively in a range of collaborative discussions (one-on-one, in groups, and teacher-led) with diverse partners on grades 9-10 topics, texts, and issues, building on others' ideas and expressing their own clearly and persuasively.
- CCSS.ELA-Literacy.SL.9-10.2 Integrate multiple sources of information presented in diverse media or formats (e.g., visually, quantitatively, orally) evaluating the credibility and accuracy of each source.

AFNR Career Ready Practices

- CRP.02. Apply appropriate academic and technical skills. Career-ready individuals readily access and use the knowledge and skills acquired through experience and education to be more productive.
- CRP.04. Communicate clearly, effectively, and with reason. Career-ready individuals communicate thoughts, ideas and action plans with clarity, whether using written, verbal and/or visual methods.
- CRP.10. Plan education and career path aligned to personal goals. Career-ready individuals take personal ownership of their own educational and career goals, and they regularly act on a plan to attain these goals.

Partnership for 21st Century Skills

- Communication
- Initiative and Self-direction
- Leadership and Responsibility

LESSON PLAN:

1. **Introduction:** (suggested time 15-20 minutes) Refer to slides 1-3 of the "Job Interview" PowerPoint to present lesson objectives and do the introduction activity.

You have filled out a job application and submitted your cover letter and resume, so what comes next? If the company is interested in hiring you for the position they will schedule an interview. But why do employers want to interview people? Didn't they get enough information from the application and resume?

Have students discuss these questions as a class or in individual groups.

Ask the students: *How do you think you would do if you had to be interviewed right this second? Turn to your partners and ask them to introduce themselves to you as if you were a potential employer. Later on, you will be doing a mock interview.*

Allow time for students to introduce themselves to a partner. The main purpose of this activity is to get students comfortable with one-on-one interaction and get them ready for the mock interview at the end. **Once they have all shared their introductions, ask them to consider the following questions and have them share their answers:**

- If this was a first impression, would it have been a good one?
- What did you learn about them from their answer?
- What are other questions you could ask during an interview?
- Are there things besides the way they answered the question (verbal) that could be a factor in an interview (non-verbal)?

Today, we are going to analyze what a successful interviewee does and prepare ourselves for a mock interview. With these goals in mind, let's begin!

1. **Discussion:** (suggested time 25-30 minutes) Refer to slide 4 of the Job Interview PowerPoint and show the [YouTube video](#) mentioned above.

To understand appropriate behavior for an interview, we will identify some basic tips of interviewing. Some of these you may have previously mentioned when discussing the [video](#) that was done by Ben Bailey. To help us remember, let's focus on the illustrations on the screen.

Pick an object and discuss. The order does not matter; just make sure you cover all the objects. Explanations for each object are listed below:

- **Receptionist:** Obviously you are going to be pleasant during an interview, but that pleasant attitude shouldn't start when the interview does. The second you walk into a building, treat everyone you meet with courtesy and respect. The first impression the receptionist or office administrator gets from you will be valued by the interviewer.
- **Jewelry:** Jewelry is a great way for us to showcase our personality and unique taste, but in interviews it can be distracting! Keep jewelry to a minimum and remove any facial piercings. And don't worry, your awesome style and personality can still be captured through the way you communicate.
- **Soap:** Be aware of your personal hygiene. This goes for more than just remembering to shower! Make sure your hair and/or beard is trimmed, your breath is fresh (because you shouldn't chew gum), and your hands and nails are clean (the interviewer will notice during the handshake if they aren't). Pay attention to your appearance. If you look good, you feel good and you do good!
- **Watch:** Be on time! Employers base a lot of their opinion of your work ethic by your punctuality, so arrive at least 10 minutes early. Make sure you know where the interview is and how to get there to avoid tardiness.
- **Hand:** The hand shake. Make sure your handshake is firm and you make eye contact. Let's practice giving some handshakes now!
- **Tie:** Dress professionally. Business attire means no jeans, T-shirts or baseball caps. Men should wear slacks, a button-up shirt, a jacket and a tie. Women should wear slacks or an appropriate-length skirt/dress, a modest blouse/shirt and professional shoes. Avoid flashy colors and prints. Your style and personality need to be shown through the way you communicate, not by what you are wearing.
- **Eye Glasses:** How are you being seen by the employer? A good way to appear confident in an interview is through maintaining good eye contact and posture and being positive and enthusiastic when speaking.

- **Money:** Even though it is important, avoiding discussing money until the interviewer brings it up. You wouldn't want them to have the impression that money is all you care about or that you are desperate for the job.
- **Questions:** While questions used in an interview may vary, there are some fairly generic interview questions you should be prepared for. (We will practice those later.) When answering interview questions, make sure you are being honest, not rambling and giving personal examples when you can. Also, have some questions prepared for them (example: when will a decision about this job be made?).
- **Letter:** Hand writing a thank you note is a lost art, but it speaks volumes in an interview. Taking the time to show your appreciation through a letter speaks highly of your character and gets you remembered!

That was a lot of tips, but there is a checklist to help you remember! Later, we will review that checklist and put these tips to work during our mock interview. Next, we will look at some commonly asked interview questions and brainstorm our unique responses.

Give each student a copy of the "Question Brainstorm" worksheet. Have students answer the questions the way they would in an interview. Remind students to be honest and personal and to avoid rambling. Once completed, have them keep the worksheet at their desks to help them during the mock interviews.

Earlier, we mentioned writing thank you notes. In this age of phones and computers, I am willing to bet we don't have a lot of experience handwriting letters, so let's practice!

Give each student a copy of the "Thank You Letter" worksheet. After completing their letters, tell students to keep this for their own personal use. They can use this example to help them format a thank you letter in the future.

2. *Activity:* (Suggested time 25-30 minutes) Refer to slide 5 of the "Job Interview" PowerPoint.

Give each pair of students a copy of the "Mock Interview Script" and each student a copy of the "Interview Checklist." Each student needs to have an opportunity to be the employer and to be the interviewee at least once. Pair them based on your classroom dynamic. Have the student playing the employer fill out the checklist (like a rubric) each time they interview someone. These checklists can either be returned to the individuals at the end of the activity or turned in for a daily grade/formative assessment.

3. *Reflection:* (suggested time 10 minutes) Refer to slide 6 of the "Job Interview" PowerPoint.

Let's see what tips we remember from earlier. As I read each scenario, give me a thumbs up if it is appropriate behavior for an interview or a thumbs down if it is not. Ready? Let's begin.

1. You didn't know where the interview was and got lost. You arrived at 11:57 a.m. and it starts at noon. **Answer: thumbs down**
2. When you enter the room, you firmly shake the interviewers hand when introducing yourself while making eye contact. **Answer: thumbs up**
3. Your best friend bought you a neon charm bracelet for your birthday; it's your good luck charm, so you have to wear it. **Answer: thumbs down**
4. You wrote a thank you note for the interviewer thanking them for their time and left it with the receptionist. **Answer: thumbs up**
5. At the end of the interview, you were asked if you had any questions. You shrugged and said, "nope." **Answer: thumbs down**

4. *Leveling Up:* Have students grade each other's mock interview using the "Job Interview Rubric" in the [Floriculture CDE Handbook](#). When conducting the mock interview, include questions specific to knowledge of the floriculture industry such as:

- What skills do you have for this job?
- What are your experiences related to this job?
- How would you handle a customer complaint?

NAME: _____

Aligned to the following standards:
CS.O5; FFA.PL-A, FFA.PL-F, FFA.PG-I, FFA.PG-J, FFA.CS-M,
FFA.CS-N; AG5; CCSS.W.9-10.2; CCSS.SL.9-10.1; CCSS.SL.9-10.2; CPR.02, CPR.04, CPR.10

Question Brainstorm

DIRECTIONS:

There are some very generic interview questions you should be prepared to answer. Look at each question and jot down how you would answer it an interview situation.

Tell me about yourself...

Where do you see yourself in 5 years?

What are your weaknesses?

Why should I hire you?

What questions do you have for me?

Thank You Letter

DIRECTIONS:

Handwritten thank you letters are a wonderful way to show your appreciation and be remembered after an interview. Read the example template of a thank you letter written after an interview below. In the space at the bottom, construct your own thank you letter using your specific information.

Mr. Smith,

Insert position and company

I would like to thank you again for taking the time to interview me for the sales assistant position at Smith's Floral Shoppe.

Show that you understand the job responsibilities of the job you are applying for.

I am really interested in working with your floral arrangement team and making sure customers are satisfied with their orders. As I stated in the interview, I believe my skills with customer service, floral design and inventory management would make me a great addition to the team.

Restate some of your selling points you mentioned in the interview. Remind them why you are the best fit for the job!

Thank you again for your time and consideration. I look forward to hearing from you soon.

Best regards,

John Doe

YOUR TURN:

In the space below, practice writing a thank you letter. Be sure to use a similar format and tailor it with your specific information.

Interview Checklist

DIRECTIONS:

A lot goes on during an interview! Use this checklist to help evaluate an interviewee's performance and provide helpful feedback. Score the interviewee on a scale of 1 to 5 (1=needs improvement and 5=excellent). To calculate the total score, add the score for each category together and multiply that number by 4.

INTERVIEWEE'S NAME:

INTERVIEWED BY:

<i>Introduction</i>	- Starts on time, not rushed - Gives name and states why here - Firm handshake - Good first impression	1 2 3 4 5	Additional Comments:
<i>Poise</i>	- Good posture - Speaks with enthusiasm - Appears confident	1 2 3 4 5	Additional Comments:
<i>Appearance</i>	- Not distracting - Professional - Put together well	1 2 3 4 5	Additional Comments:
<i>Questions</i>	- Speaks clearly - Avoids rambling - Answers question completely - Maintains good eye contact	1 2 3 4 5	Additional Comments:
<i>Conclusion</i>	- Asks questions about the job - Asks when we will make decision - Thanks us for the time - Firm handshake	1 2 3 4 5	Additional Comments:

INTERVIEWEE'S SCORE:

Mock Interview Script

DIRECTIONS:

In pairs, chose one person to be the interviewee and one person to be the employer. The interviewee will begin the interview by shaking the employer's hand and introducing himself or herself. The employer will use the script to ask questions to the interviewee.

Interviewee: Good morning/afternoon. My name is _____ and I am here to interview for the position of _____

Employer: Thank you for coming in today, let's get started ...

- Tell me a little about yourself.
- Where do you see yourself in 5 years?
- What are some of your weaknesses?
- Why should I hire you?

Allow interviewee to respond to the questions.

Employer: Thank you. I think that is everything I need from you; do you have any questions for me?

Allow interviewee to respond and close interview