

Ace Your Interview by Roxanne Ha

Time: 60 Minutes

Number of Students: 32

Overview: Learn about the different types of interviews you may encounter, the appropriate attire to wear, the types of questions to ask, and other tips and tricks to help you build your confidence and ace your interviews.

Objectives/Goals:

- Brainstorm and practice your answers to 3 most common interview questions.
- Gain feedback on your interview responses.
- Feel prepared to walk into an interview and sell yourself confidently.

Materials

- Slideshow presentation
- Flashcards/index cards
- Pens
- Paper clips
- Printed sheets of sample interview responses

Class Outline

1. Introduction - Slideshow (**10 minutes**)
 - a. Brief overview of class outline and objectives
 - b. Overview on what interviews are, their importance, types of interviews
 - c. Transition to behavioral interviews
 - i. Have a list of stories that you can bend to fit any question
 - ii. Tailor responses to specific role or career you're looking for
 - d. Go over STAR format and an example.
 - e. Students will picture their dream job or a job they may want to apply for and practice 3 behavioral interview questions with their job in mind.
2. Q1: tell me about yourself (**10 minutes total**)
 - a. Go over an example of possible things to include in the answer.
 - b. Pass out printed sheets of sample interview responses
 - c. Solo activity: write on flashcard bullet points of different traits and things you're part of (**1.5 minutes**)
 - d. Group activity (2-3 people per group) (**2-4 minutes**)
 - e. Share w class (**5 minutes**)
 - i. Call on students or have volunteers share their interview responses
 - ii. Ask students what was strong or weak about each response
 - iii. Give feedback
3. Q2: tell me about a challenge or conflict you faced working in a group and how did you overcome it? (**12-15 mins total**)
 - a. Solo activity (**2 mins**) - try to use STAR method
 - b. Group activity (2-3 people per group, different group) (**4-5 minutes total**)
 - c. Share w class (**6-8 minutes**)

4. Q3: tell me about a time you demonstrated leadership skills/took initiative. (12-15 mins total)
 - a. Solo activity (2 minutes)
 - b. Group Activity (2-3 people per group, different group) (4-5 minutes total)
 - c. Share w class (6-8 minutes)
5. Conclusion: go over any other questions they have and any other tips or tricks to keep in mind during interviews (5-10 minutes)
 - a. Appropriate interview attire
 - b. Types of questions to ask interviewers
 - c. Other types of interview formats like group interviews, phone interviews, or technical interviews
 - d. Other tips: speak into a mirror, don't memorize your answers
 - e. Other common interview qs: strengths and weaknesses, how do you manage deadlines, tell me a time you failed, why this company or why this role?
 - f. Treat it more like a conversation!