



# Baldy View ROP Daily Lesson Plan

Teacher \_\_\_\_\_ ROP Course Competency 77 E

Date(s) \_\_\_\_\_ Length of Lesson 30 (min.)

**Anticipatory Set:** How will you open your lesson and engage your student quickly? Consider the objectives, input and practice before you design your anticipatory set.

- √ Importance of first impressions (show interview video, student interviews)

**Objectives:** What do you want the students to do and know at the end of the lesson?

- √ Students will be prepared to answer interview questions
- √ Students will understand the importance of marketing their skills
- √ Students will learn proper interview techniques (dress, body language, etc.)

**Materials and Equipment Needed:**

- √ Interview Questions handout
- √ Body Language handout
- √ Video camera
- √ Job interview videos
- √ Interview assessment

**Instruction:** Input (content pieces). Modeling, checking for understanding, etc.

1. Distribute handouts to students prior to mock interviews
2. Discuss sample questions & appropriate responses (pre or post interview)

If necessary, attach an additional sheet for this section.

**Guided Practice/Independent Practice:** How will your students indicate that they have learned or mastered the concepts or skills?

Student will be evaluated based upon the answers to the interview questions.

## SAMPLE INTERVIEW QUESTIONS

### *Personal*

1. Tell me about yourself?
  2. Why should I hire you?
  3. What are your pet peeves, the things that upset you the most?
  4. What positions are you applying for?
  5. What hours are you looking for? Full time? Part-time?
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### *Education/Training*

1. Describe your educational background as it applies to this position.
  2. Did you receive any honors or awards in school?
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### *Work Experience*

1. What responsibilities have you performed in the past which would relate to this position?
  2. Describe your management skills? (responsibilities; work, school, ROP, household)
  3. How would your former employers (or references) describe you as a worker? How would you describe yourself?
  4. Are you a self-starter? Organized? Give examples.
  5. What were your most outstanding contributions and achievements?
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### *Personality/Work Style*

1. Do you prefer to work alone or with others?
2. How do you handle criticism?
3. Describe how you handle stress on the job.
4. What are your greatest strengths/weaknesses?

5. Describe your organizational skills. Give examples.
  6. Are you a leader or a follower? Explain.
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### ***Work Ethic***

1. Are you a hard worker? Explain
  2. What motivates you?
  3. Describe yourself in terms of dependability.
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### ***Goals***

1. What are your future career plans? One year? Five years? Ten years?
  2. How will this position help you achieve these goals?
  3. Why are you interested in working for this company?
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### ***Company/Position Interviewing for***

1. What do you know about our company?
  2. What do you like about this type of work?
  3. Tell me about your experience that prepared you for this job?
  4. What can you do for us?
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### ***Questions Applicants Should Ask***

1. What are the hours of the position?
2. Are any benefits offered with the position?
3. When are you planning on making your final decision?
4. Will I be notified if I am not selected?

# **7 Signals for Success**

- 1. Walk slowly, deliberately, and tall upon entering the room.**
- 2. Greet the interviewer with a friendly smile and a firm handshake.**
- 3. Use mirroring techniques – SUBTLY! Reproduce the positive signals that your interviewer sends.**
- 4. Maintain a naturally alert head position at all times; keep your eyes front.**
- 5. Avert your gaze from time to time to avoid giving the impression that you are staring.**
- 6. Do not hurry any movement.**
- 7. Relax with every breath.**

## INTERVIEW RUBRIC

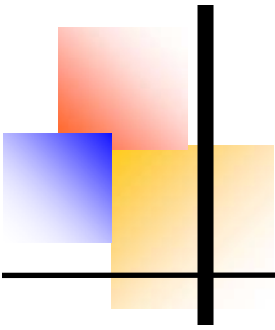
	<b>1-2 Points</b>	<b>3-4 Points</b>	<b>5 Points</b>
<b>Question #1 (Career Goals)</b>	Does <u>not</u> have a career goal	Demonstrated basic knowledge of the relationship of classes to career	Effectively articulates their own Career Pathway
<b>Question #2 (ROP Training)</b>	None offered or information offered that is not relevant to the interview	Added a relevant selling point that showed candidate in a positive light	A well-articulated summary of candidate's qualifications
<b>Question #3 (Technology)</b>	Lacks knowledge of current technology within their field of employment	Demonstrates basic knowledge of the current technology and its effects on their field of employment	Completely understands the current technology and the effects it will have on their field of employment
<b>Question #4 (Safety/Security)</b>	Lacks knowledge of any areas of safety	Identifies and describes one area of safety	Identifies, describes and provides a solution to an area of safety
<b>Question #5 (Ethical Integrity)</b>	Lacks knowledge of the concept of ethical issues	Demonstrates an appropriate solution	Demonstrates an appropriate solution and understands ethical impact
<b>Observation #2 (Self-confidence)</b>	Lacks eye contact	Demonstrates self-confidence either verbally or non-verbally	Completely poised and professional in demeanor
<b>Observation #3 (Greeting and Closure)</b>	Did not shake hands nor end interview appropriately	Responses were not concise	Responses show a keen understanding of greeting and articulated well
<b>Observation #4 (Personal Appearance)</b>	Inappropriate attire, poor hygiene	Appropriate business attire, well-groomed, positive demeanor	Professional appearance and demeanor



Baldy View Regional Occupational Program

**PRE-EMPLOYMENT INQUIRY GUIDELINES**

CATEGORY	ACCEPT ABLE	UNACCEPTABLE
Name	What names or nicknames have you used with employers in the past?	What is your maiden name?
Address & Phone	What is your address and phone number? How long have you lived at this address?	Do you own or rent your home?
Religion	Is there any days during the year when you are unable to work?	What is your religion? What church do you attend? What religious holidays do you observe?
Physical Attributes.	May inquire about height. only if it is an occupational requirement.	How much do you weigh?
Age	Can you furnish proof of age if hired? Needed for: Work permit, pension plan, or apprenticeships	How old are you? What is your date of birth?
Citizenship	Are you a U.S. citizen? Do you have the legal right to work in this country?	Are you a naturalized or native born citizen? Do you intend to become a citizen? What country are you a citizen of?
National Origin		What is your ancestry? Where were your parents born?
Language	What languages do you speak or write fluently?	What is your native language? What language is spoken in your home? How did you learn the languages you speak?
Relatives & Dependents	Do you have any relatives or dependents already employed by this company? Name and address of the person to be notified in case of an accident or an emergency.	Do you have any children? If so, how old are they? Who lives in your household? What child care provisions do you have? Name and address of relative to be notified in case of accident or emergency.
Sex & Marital Status	Name and address of parent or guardian if applicant is a minor. Statement of company policy regarding work assignment of employees who are related.	Do you want to be addressed as Mrs., Miss, or Ms.? Are you married, widowed, divorced, or single?
Military Experience	Are you a veteran? Did the military provide you with job training? Have you been notified to report for duty in the armed forces?	What foreign military experience have you had? Are you eligible for military service? What are the dates & conditions of your discharge?
Organizations	To what union, trade, or professional societies do you belong?	What clubs or organizations do you belong to?
References	Names & addresses of persons willing to provide professional or character references.	Do you have a pastor, religious leader, or therapist that can be contacted to vouch for your character?
Arrest Record	How many times have you been convicted of a felony?	Have you ever been arrested?
Financial Status		Questions regarding applicant's current or past assets, liabilities, or credit rating, including bankruptcy or garnishment.
Physical Description, Photograph	Statement that photograph may be required after employment.	Require applicant to affix a photograph to application. Request applicant, at his or her option, to submit a photograph. Require a photograph after interview but before employment.
Bonding	Statement that bonding is a condition of hire.	Questions regarding refusal or cancellation of bonding.



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## **Level of Proficiency** **77 E Interview Skills**

### **A successful interviewee. . .**

- ◆ exhibits professional dress and demeanor.
- ◆ arrives early for the interview, with all necessary documents.
- ◆ speaks clearly and confidently about skills and qualifications.
- ◆ uses effective verbal and nonverbal communication skills.
- ◆ understands the importance of following up the interview.

### **Exemplary:**

Student arrives early for the interview, with all necessary documents, and exhibits professionalism in both appearance and demeanor. The student can list important documents that may be requested at the interview, including the following: resume; letters of reference; work samples; and photocopies of diplomas, awards, certificates, driver's license, social security card, and any military

papers. Student demonstrates appropriate verbal and non-verbal communication before, during, and after the interview, shaking hands and making eye contact with all interviewers. He/she demonstrates a high degree of knowledge of the company and/or position and demonstrates interest by asking appropriate questions. All interview questions are answered in an organized, professional manner, using supporting details and/or examples. Language is appropriate to the available position, and student's demeanor and voice tone are pleasant. The student demonstrates interview follow-up by writing a thank you letter to the interviewer and/or calling the company to inquire about the company's hiring decision in a sophisticated, professional manner.

### **Proficient:**

Student arrives early for the interview, with all necessary documents, and exhibits professionalism in both appearance and demeanor. The student can explain the purpose of a job interview. Questions are answered clearly and confidently, using language appropriate to the available position. Supporting details and/or examples may be missing. Oral delivery is clear but needs improvement in one to two of the following areas: tone of voice, pace, energy, and/or non-verbal communication. The student demonstrates interview follow up, including writing a thank you letter to the interviewer and/or calling the company to inquire about the company's hiring decision.

### **Incomplete:**

The student does not demonstrate a basic understanding of the job interview, as indicated by any of the following behaviors:

- ◆ He/she does not arrive early and/or is missing necessary documents.
- ◆ Dress and demeanor are not professional.
- ◆ Questions are not answered completely; supporting details and/or examples are weak or absent.
- ◆ Oral delivery demonstrates deficiencies in three or more of the following areas:
  - tone of voice, pace, energy, and/or non-verbal communication.
- ◆ There is no interview follow-up.