

Interview Skills

Thank you for guest speaking to a class of seniors at North High School on the topic of **interview skills**!

Format

Virtual video conference (Zoom or Google Meet). You will receive a calendar invite with a link, and an opportunity to test out the technology if requested.

Dates and Times

We need ONE guest speaker to provide a 30-40 minute experience for each teacher. It is not necessary to work in a field associated with the teacher's pathway as the material is around general interview skills. It is only provided in case you have a preference.

Mrs. Charlotte Williams <i>Healthcare Operations</i> <u>Preference 1:</u> 10/2, 9:10-9:50AM <u>Preference 2:</u> 10/7, 9:10-9:50AM <u>Preference 3:</u> 10/9, 9:10-9:50AM	Mrs. Kelly Dine <i>Biomedical Science</i> <u>Preference 1:</u> 10/5, 9:10-9:50AM <u>Preference 2:</u> 10/12, 9:10-9:50AM <u>Preference 3:</u> 10/19, 9:10-9:50AM	Mrs. Lois Gardner <i>Allied Health</i> <u>Preference 1:</u> 10/6, 9:10-9:50AM <u>Preference 2:</u> 10/13, 9:10-9:50AM	Mrs. Lindsey Trivisonno <i>Early Childhood Education</i> <u>Preference 1:</u> 10/21, 1:10-1:50PM <u>Preference 2:</u> 10/14, 1:10-1:50PM <u>Preference 3:</u> 10/7, 1:10-1:50PM
Mr. Joe Walder <i>Programming & Software Dev.</i> <u>Preference 1:</u> 10/1, 10:10-10:50AM <u>Preference 2:</u> 10/12, 10:10-10:50AM <u>Preference 3:</u> 10/23, 10:10-10:50AM	Mr. Jason Halverson <i>IT Support & Services</i> <u>Preference 1:</u> 10/8, 10:10-10:50AM <u>Preference 2:</u> 10/15, 10:10-10:50AM <u>Preference 3:</u> 10/22, 10:10-10:50AM	Mr. Kevin Cook <i>HVAC</i> <u>Preference 1:</u> 10/13, 9:10-9:50AM <u>Preference 2:</u> 10/15, 9:10-9:50AM <u>Preference 3:</u> 10/20, 9:10-9:50AM	

Volunteer

If you are interested in supporting this opportunity please email Mario Micale at josephmariomicale@gmail.com with the dates and times you are available, and the number of times you would like to guest speak.

Outline

Below is a flexible outline for the experience that includes several opportunities for students to interact. Please feel free to be creative and add your own personal touch to the experience, ensuring you hit the major concepts below and include student interaction. You are welcome to use visual aids, and you will be able to share your screen.

Time	Procedure	Talking Points
3-5 minutes	Introduction <ul style="list-style-type: none"> Introduce yourself (name, profession, why you're here) Optional: share a brief personal interview story (good or bad!) 	
1 minute	Add your own transition or segue	
10-15 minutes	The Basics - What to do BEFORE, DURING, and AFTER and interview. See more information here . <u>BEFORE</u> <ul style="list-style-type: none"> Ask - what are some things you should do, prior to an interview, to best prepare yourself? Type in the chat your ideas Comment on what students share, and fill in any gaps that weren't mentioned <u>DURING</u> <ul style="list-style-type: none"> Repeat process <u>AFTER</u> <ul style="list-style-type: none"> Repeat Process 	
1 minute	Add your own transition or segue	
10-15 minutes	The "STAR" Interview Response Method See more information here . <u>Introduce and review the technique</u> <ul style="list-style-type: none"> What is it? Why is it helpful? When do you use it? Give an example <u>Practice Time!</u> <ul style="list-style-type: none"> Share one or two of the sample behavioral interview questions in the article linked above. Have students jot down some notes for each letter for STAR (give them a minute or two) Ask for volunteers to share out loud. 	
1-2 minutes	Closing <ul style="list-style-type: none"> Summarize major points Share any advice you have for these seniors as they venture into the real world! 	