**Career Lesson – Common Interview Questions**

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| Teacher Name: Mike Herrod | | | Duration (in minutes): 45 |
| Grade Level(s): 9-12 | Subject/Course: Career Training | | Unit: N/A |
| Resources needed:  On-site people, facilities, tools, technology, materials, community connections | Google Slideshow, graphic organizer, exemplar | | |
| Learning Standards: | N/A | | |
| Big Idea & Authentic Purpose:  Why does this matter to your students?  How will this be helpful to your students? | Learning how to answer common interview questions will help students perform better in college and job interviews. | | |
| Type of Career Content   * Career Development | Experts:  Who can you connect with in order to bring in an outside voice?  Guidance counselor, local businesses | | |
| Relevancy:  How does it connect to students' lives? | This lesson helps students perform better in interviews | | |
| Objectives:  Students will create interview questions based on specific scenarios. | | Assessment:  Teacher observation of pair work  Completion of graphic organizer | |
| Knowledge Construction: How are students going to construct content knowledge and practice it  Beginning of lesson  Note: the teacher can proceed through this lesson using the included slideshow.  The lesson begins with this 1-minute entry ticket:  You have a big interview for an internship tomorrow. What are three things you can do to prepare?  After the students complete the entry ticket, the teacher leads a discussion about interview preparation and writes the student responses on the board.  The teacher then previews the slides describing the main ways to prepare for an interview and the most common interview questions. | | | |
| Middle of lesson  Students will work in small groups to answer common interview questions. Each group will have a different company and job descriptions that they can use to answer the questions.  After each group completes its question, the teacher brings the class together and discusses the students’ answers to the interview questions.  Students will then have the opportunity to revise their answers if necessary.  After revising their answers, the class stands up and walks around the classroom. When the teacher says “Stop!” the students must find the closest person and answer one of the interview questions in 30 seconds. After answering, the students walk around again until the teacher tells them to “Stop!” again.  After all of the interview questions have been answered, the students sit back down. | | | |
| End of lesson  The teacher brings the class back for a group discussion, and asks the class these questions:   * Did you enjoy answering the interview questions? * What was hard about this activity? What was easy? * What could you do to improve your answers and prepare for an interview?   The teacher reviews the important points about preparing for an interview:   * Dress sharp * Arrive early * Bring copies of your resume * Be prepared to answer common interview questions and ask additional questions about the company * Be confident. You can do it! | | | |

Common Interview Questions: Group 1

**Company description:**

Group 1: XYZ Consulting

XYZ Consulting is a new company that provides expertise in search marketing solutions for businesses worldwide, including website promotion, online advertising, and search engine optimization techniques to improve its clients' positioning in search engines. We cater to the higher education market, including colleges, universities, and professional educational institutions.

**Job description:**

BANK TELLER JOB DESCRIPTION

Accurately and efficiently process and record routine transactions for bank customers including cashing checks, accepting deposits and withdrawals, processing loan payments and money transfers. Promote and advise on the bank's products and services.

Main Job Duties and Responsibilities

* receive and count working cash at beginning of shift
* identify customers, validate, and cash checks
* accept cash and
* checks for deposit and check accuracy of deposit slip

**Answer these questions with your group:**

Why do you want to work for our company?

What is your biggest strength? When have you demonstrated this strength?

What is your biggest weakness? What are you doing to overcome it?

What additional questions do you have about our company?