

Job interviews

12

Recommended:
12th grade



Length:
110 minutes

About this lesson

To explore job interview skills and identify those they may need to develop further students will learn how to craft an interview pitch to demonstrate their value as a candidate, explore ways to prepare for a job interview, and practice answering common interview questions.

Learning objectives

By the end of this lesson, students will:

- craft an interview pitch to demonstrate their value as a candidate
- explore ways to prepare for a job interview
- describe their own abilities and qualifications in the context of an interview
- investigate job interview questions in the context of a career that interests them
- explore appropriate post-interview behaviors and actions
- practice answering common interview questions

Driving question

What does a successful interview look like?

Future-ready skills

Communication

Self-management

Evaluating

Lesson breakdown

20
minutes

Activity 1: Interview pitch

In this activity, students will research sample professional profiles or resume summaries to help inspire their own interview pitch.

65
minutes

Activity 2: Xello lesson: Job interviews

Direct students to complete the Xello lesson titled **Job interviews** where they will explore ways to prepare for a job interview and craft answers to 3 common interview questions.

25
minutes

Activity 3: Interview hot seat

In this activity, students will practice their interview skills by presenting answers to common interview questions in a small group setting.

Xello entry point

Students will save at least 3 careers in the first activity, completing the prerequisite for Xello's **Job interviews** lesson. It is also recommended students complete the **Matchmaker** quiz and the **Explore career matches** lesson.

Vocabulary

- Pitch
- Etiquette
- Hard skills
- Soft / transferable skills

Activity 1: Interview pitch

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Length:
20 minutes

Before you begin

- Students will need to be able to do a search for sample professional profiles or resume summaries for a career they're interested in.

Inquiry prompts

- How can I make a good first impression?
- How do you stand out from a crowd of candidates?

Teaching strategies

In this activity, students will research sample professional profiles or resume summaries to help them draft their own interview pitch. They'll later perfect their pitch in the Xello **Job Interviews** lesson.

- 1 Provide the [instructions](#) on the next page to your students.

Materials required

- [Student instructions](#) (also available in [Spanish](#))
- Computer or tablet with internet access

Interview pitch

Student instructions

"Tell me about yourself." It's often an interviewer's go-to statement and a pitch quickly explains why you're the best choice for the job. A winning pitch introduces who you are, as well as your strengths, achievements, and goals. It ends with the value you'll provide if you're selected. Your pitch should be:

- 3 to 5 sentences, or about 20 seconds
 - Unique and true to you
 - Catchy and simple
 - A conversation starter
- 1 To help you draft a winning pitch, begin by searching for sample professional profiles or resume summaries for a career you're interested in. Find 1 that achieves this recipe for success:
 - Identifies who they are in their career field or one they aspire to enter
 - Acknowledges relevant strengths or accomplishments
 - Highlights their value to the workplace or career path
 - Demonstrates their career goal or underlying motivation
 - 2 Begin drafting your own pitch by following the tips below. Don't sweat over it, you'll have more time to perfect your pitch in Xello's **Job interviews** lesson.

Who are you?

- Do you plan to get more education or training after high school?
- What career or field do you aspire to enter?
- What words best describe you?

What are your strengths and achievements?

- Which skills and qualities are you proud to have?
- What challenges or obstacles have you overcome?
- What aspects of your life give you confidence in yourself?

What value do you provide?

- What kinds of tasks, problems, or challenges get you excited?
- How would a workplace or a team benefit if you were hired?
- Which of your strengths or qualities would employers prize?

What's your goal or what's motivating you?

- Think of examples from real-life applications or interviews if you've got them.
- Imagine you are applying for a specific job. What's your motivation?
- What are your long-term goals for your career or life?

Resumen para la entrevista

Instrucciones para estudiantes

“Cuéntame algo de ti”. A menudo, es una fórmula básica que usan los entrevistadores y un resumen te permite indicar rápidamente por qué eres el más indicado para el trabajo. Un resumen ganador debe contener información sobre quién eres, y también sobre tus puntos fuertes, logros y metas. Concluye con el valor que aportarás si resultas seleccionado. Tu resumen debe cumplir con lo siguiente:

- Tener una extensión de 3 a 5 oraciones, o aproximadamente 20 segundos
- Ser único y transmitir información verdadera sobre ti
- Ser atractivo y simple
- Servir para iniciar una conversación

1 Para poder preparar un resumen ganador, comienza buscando ejemplos de perfiles profesionales o resúmenes de currículos de una profesión que te interese. Encuentra 1 que cumpla con esta receta para alcanzar el éxito:

- Identificar el lugar que se ocupa en el área profesional o el área a la que se aspira
- Marcar fortalezas y logros relacionados
- Resaltar su valor para el lugar de trabajo o el rumbo profesional
- Demostrar su meta profesional o motivación subyacente

2 Guarda el ejemplo ganador en el perfil de profesiones de Xello y usa el **Tablero** de la parte inferior de la página de la profesión.

3 Comienza a esbozar tu propio resumen siguiendo los consejos que se dan a continuación. No te preocupes, tendrás más tiempo para perfeccionar tu resumen en la lección de **Entrevistas de trabajo** de Xello.

4 **¿Quién es usted?**

- ¿Planeas recibir más educación o capacitación después de la secundaria?
- ¿A qué profesión o área buscas dedicarte?
- ¿Qué palabras te describen mejor?

¿Cuáles son tus fortalezas y logros?

- ¿De qué aptitudes y cualidades te sientes orgulloso?
- ¿Qué desafíos u obstáculos has superado?
- ¿Qué aspectos de tu vida te transmiten confianza en ti mismo?

¿Qué valor ofreces?

- ¿Qué clases de tareas, problemas o desafíos te entusiasman?
- ¿Qué beneficio implicaría tu contratación para un lugar de trabajo o un equipo?
- ¿Cuál de tus puntos fuertes o cualidades apreciarían los empleadores?

¿Cuál es tu meta o motivación?

- Piensa en ejemplos de solicitudes de empleo o entrevistas reales si conoces alguno.
- Imagina que se postulas para un trabajo en particular. ¿Qué te motiva?
- ¿Cuáles son tus metas a largo plazo para tu profesión o la vida?

Activity 2 - Xello Lesson: Job interviews

12

Recommended:
12th grade



Length:
65 minutes

About this activity

In Activity 1, students researched sample professional profiles or resume summaries to help inspire their own interview pitch.

In this activity students will complete the Xello lesson **Job interviews**, where they will explore ways to prepare for a job interview, describe their own abilities and qualifications in the context of an interview, investigate job interview questions in the context of a career that interests them, and explore appropriate post-interview behaviors and actions.

Inquiry prompts

- How do you make a good impression?
- What's the purpose of a job interview?
- How can you prepare for a job interview?
- What questions do you think you might be asked in a job interview?
- How do you think you could handle your nerves during an interview?
- What questions would you ask in a job interview if you were hiring someone?

Before you begin

Before diving in with your students:

1. Create a copy or download the [Job interviews slide presentation](#) (also available in [Spanish](#)) to use as a helpful teaching aid before and after the Xello lesson.
2. Review the slides (including the speaker notes section) for suggested discussion strategies and prompts.
3. Update slide 5 of the presentation with your students' Xello sign in format. If you don't know your students' Xello login format check out [Sign in to Xello](#) for support.

Teaching strategies

Use the following strategies to set your students up for success:

- 1 Before students start the Xello lesson, take 5 minutes to have them review and consider the inquiry prompts from the **Warm up** activity slide of the [Job interviews slide presentation](#) (also available in [Spanish](#)), or choose your own. Advise students to keep these questions in mind as they complete the lesson. You will revisit these questions with them in the **Exit activity** afterwards.
- 2 Help your students log in to their Xello account. Project your screen as you model how to navigate to the lesson using your demo student account. From the student dashboard, click on a lesson to get started. If the lesson you want isn't visible, access it by selecting **View all lessons** below the lesson shown, or **View lessons** on the left of your screen.

Materials required

- Computers or tablets with internet access
- Whiteboard/projector
- [Job interviews slide presentation](#) (also available in [Spanish](#))

Prerequisites

- Save 3 careers

Artifacts

Students will complete the Xello lesson: **Job interviews**.

Activity 2 - Xello Lesson: Job interviews



Recommended:
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Length:
65 minutes

- 3 Students finished early? If students have time after completing the Xello lesson, encourage them to add and rate the skill of job interviewing in their skills section in Xello if they haven't yet.
- 4 They can also explore their dashboard feed where they'll find content related to their saved careers.
- 5 Once students have completed the Xello lesson, return to the [Job interviews slide presentation](#) (also available in [Spanish](#)) to have students revisit the inquiry prompts you posed at the beginning of class.
- 6 **Classroom discussion strategy: Think-pair-share:** Direct students to choose a partner. Assign each pair one of the suggested inquiry prompts and give them 2-3 minutes to consider their answers. Then have them turn to their partners and take turns sharing their answers.

OPTIONAL: Think-pair-share-square: Once students have shared their answers with their partners, direct them to join up with another pair and take turns sharing their answers.

Activity 3: Interview hot seat

12

Recommended:
12th grade



Length:
25 minutes

Inquiry prompts

- What can I expect to be asked in a job interview?
- How can I prepare for a job interview?

Before you begin

- Decide if you will have student interviews recorded or not.

Teaching strategies

In this activity, students will practice their interview skills by presenting answers to common interview questions in a small group setting.

- 1 Organize your class into groups of 6 or fewer students.
- 2 Provide your students with the [instructions](#) beginning on the next page and review the peer feedback checklist with them.
- 3 After 15 minutes, randomly assign each student two questions:
 - one to answer in the hot seat
 - and one as the interviewer who gives peer feedback.
- 4 OPTIONAL: Instruct students to record their interview hot seat so that you or they can go back and listen for ways to improve.

Materials required

- [Student instructions](#) (also available in [Spanish](#))
- Synchronous learning environment (classroom setting or virtual conferencing tool)

Artifacts

Students will respond to one commonly asked interview question, provide peer feedback as an interviewer, and reflect on how they can improve in the future.

Interview hot seat

Student instructions

In Xello's **Job interviews** lesson you were introduced to 6 commonly asked questions, and now's your time to practice your answers.

- 1 Take 15 minutes to prepare talking points for each question. At the end of this time, you'll be randomly assigned a question to answer in the interview hot seat. Keep in mind the dos and don'ts when preparing your answers!

Question	Dos	Don'ts
What's your biggest weakness?	<ul style="list-style-type: none"> • Identify something you don't do as well as you'd like to. • Talk about things you've done to improve this skill. • Emphasize ways you are continuing to work on this skill. 	<ul style="list-style-type: none"> • Pretend you are perfect. • Choose a skill that is crucial to the job you're applying for. • Dwell too much on your struggles with the skill.
Tell me about a challenge you've faced, and how you dealt with it.	<ul style="list-style-type: none"> • Choose a real incident that happened at work or school. • Explain exactly what you did to overcome the challenge. • Talk about what you learned from the challenge. 	<ul style="list-style-type: none"> • Tell a story about a challenge that you couldn't overcome. • Paint yourself in a bad light. • Focus too much on the backstory.
How do you handle pressure?	<ul style="list-style-type: none"> • Talk about strategies that help you deal with stress. • Be specific. • Try to include an example of a stressful situation you handled. 	<ul style="list-style-type: none"> • Insist you never get stressed. • Talk about a stressful incident of your own making. • Say you get stressed by a task common to the job you're applying for.
Tell me about a time you demonstrated leadership.	<ul style="list-style-type: none"> • Cite an example from a work, school, or volunteer experience. • Focus on the specific skills you used or actions you took. • Talk about the positive results of your actions. 	<ul style="list-style-type: none"> • List your leadership skills without including a specific example. • Skimp on the details. • Be afraid to sell yourself.
How would other people describe you?	<ul style="list-style-type: none"> • Talk about strengths or traits a reference would verify. • Use examples. • Try to cite qualities that haven't yet come up in the interview. 	<ul style="list-style-type: none"> • Talk about any negative traits. • Rattle off a list of traits without elaborating on them. • Focus solely on traits that are unrelated to the job you're applying for.
Do you have any questions for me?	<ul style="list-style-type: none"> • Ask 2 questions about the job or employer. • Ask questions that demonstrate your interest and engagement. • Use this as an opportunity to make sure the job is a good fit for you. 	<ul style="list-style-type: none"> • Say you don't have any questions. • Ask any questions you should already know the answer to. • Ask any questions you should already know the answer to. • Ask about salary or benefits.

Interview hot seat

2 Peer feedback checklist:

- Body language:
 - Angles their body toward the interviewer and nods to show they're listening
 - Avoids fidgeting or making distracting movements
- Attitude:
 - Tells engaging, true stories that shows their qualities
 - Isn't afraid to show enthusiasm and passion for their work
- Answer anatomy:
 - Effectively uses the "Dos" to structure their answer
 - Avoids the "Don'ts" in their response

Lugar del entrevistado

Instrucciones para estudiantes

En la lección de **Entrevistas de trabajo** de Xello, se te presentaron 6 preguntas comunes y ahora llegó el momento de que ensayes tus respuestas.

- 1 Tómate 15 minutos para preparar puntos de conversación para cada pregunta. Cuando finalice el tiempo, se te asignará aleatoriamente una pregunta que deberás responder en el lugar del entrevistado. Ten en cuenta lo que debes y no debes hacer al preparar tus respuestas.

Pregunta	Lo que debes hacer	Lo que no debes hacer
¿Cuál es tu mayor punto débil?	<ul style="list-style-type: none"> • Identificar algún aspecto en el que no te desempeñes tan bien como quisieras. • Hablar sobre medidas que hayas tomado para mejorar esta aptitud. • Poner el foco en las formas en que sigues esforzándote por perfeccionar esta aptitud. 	<ul style="list-style-type: none"> • Simular que no cometes errores. • Elegir una aptitud que sea fundamental en el puesto para el que te postules. • Detenerte mucho en los problemas que la aptitud te presenta.
Hablar sobre un desafío que hayas enfrentado y tu forma de superarlo.	<ul style="list-style-type: none"> • Elegir un incidente real que se haya producido en el trabajo o en la escuela. • Explicar con exactitud lo que se hizo para superar el desafío. • Hablar sobre lo aprendido a partir del desafío. 	<ul style="list-style-type: none"> • Contar una historia sobre un desafío que no se pudo superar. • Transmitir una mala imagen propia. • Concentrarse demasiado en la historia de fondo.
¿Cómo manejas la presión?	<ul style="list-style-type: none"> • Habla sobre estrategias que te permiten lidiar con el estrés. • Sé específico. • Intenta incluir un ejemplo de una situación estresante con la que lidiaste. 	<ul style="list-style-type: none"> • Insistir en que nunca te estresas. • Hablar sobre un incidente estresante ocasionado por ti mismo. • Decir que te provoca estrés una tarea común del puesto para el que te postulas.
Háblame sobre una situación en la que demostraste capacidades de liderazgo.	<ul style="list-style-type: none"> • Citar un ejemplo de un trabajo, de la escuela o de una experiencia como voluntario. • Concentrarse en las aptitudes específicas que se aplicaron o las decisiones que se tomaron. • Hablar sobre los resultados positivos de las acciones. 	<ul style="list-style-type: none"> • Enumerar las aptitudes de liderazgo sin incluir un ejemplo específico. • Evitar los detalles. • Tener temor de promocionarse.
Pregunta	Lo que debes hacer	Lo que no debes hacer
¿De qué manera te describirían otras personas?	<ul style="list-style-type: none"> • Hablar sobre puntos fuertes o cualidades que podría confirmar una referencia. • Usar ejemplos. • Intentar citar cualidades que aún no hayan surgido en la entrevista. 	<ul style="list-style-type: none"> • Hablar sobre cualidades negativas. • Decir rápidamente una lista de cualidades sin dar detalles sobre ellas. • Concentrarte únicamente en cualidades que no estén relacionadas con el trabajo para el que te postulas.

Lugar del entrevistado

Pregunta	Lo que debes hacer	Lo que no debes hacer
¿Quiere hacerme alguna pregunta?	<ul style="list-style-type: none">• Hacer 2 preguntas sobre el trabajo o el empleador.• Hacer preguntas que demuestren tu interés y compromiso.• Tomar la situación como una oportunidad para asegurarte de que el trabajo es adecuado para ti.	<ul style="list-style-type: none">• Decir que no tienes preguntas.• Hacer preguntas cuyas respuestas ya deberías saber.• Hacer preguntas cuyas respuestas ya deberías saber.• Preguntar por el salario o los beneficios.

2 Lista de verificación de comentarios de compañeros:

- Lenguaje corporal:
 - Inclinar el cuerpo hacia el entrevistador y asentir para mostrar que se presta atención
 - Evitar movimientos que muestren ansiedad o provoquen distracción
- Actitud:
 - Contar historias atractivas y verdaderas que muestren cualidades
 - No tener temor de expresar entusiasmo y pasión por el trabajo
- Anatomía de las respuestas:
 - Usar “lo que se debe hacer” de manera efectiva para estructurar respuestas
 - Evitar “lo que no se debe hacer” en las respuestas

3 OPCIONAL: regresa y escucha el proceso del lugar del entrevistado. ¿Qué te gustó acerca de tu respuesta? ¿Qué mejorarías la próxima vez? Publica tu grabación y reflexión en tu **Tablero** de Xello.