

Lesson Plan- Unit 6: DVR Lesson

Subject/Course	Secondary Transition – Self-Determination and Advocacy		
Topic:	Interviewing Skills		
Lesson Title:	Role Play Rating the Candidates		
Level:	9-12	Lesson Duration:	45-60 minutes

Lesson Objective:

- The students will identify soft skills necessary for a successful interview and employment.

Summary of Tasks/Actions:

1. Write the following statistics on a flip chart or white board:
 - 40% - Attitude
 - 25% - Image and appearance
 - 25% - Communication skills (verbal and non-verbal)
 - 10% - Job skills
2. Discuss: According to a variety of sources, your attitude is the #1 factor in getting or losing a job. On the chart is how it is often broken down. Take a few minutes to discuss what each of these "looks like." For example:
 - Attitude: Do you demonstrate confidence and enthusiasm, are you on time or early?
 - Image and appearance: Do you wear too much perfume or cologne, are your clothes wrinkled or inappropriate for the work environment?
 - Communication skills: Do you look the interviewer in the eye, is your handshake firm, do you speak clearly?
3. Ask participants (and discuss) why they think attitude is rated highest? How does an employer get a sense of your "attitude" during an interview?
4. Explain that part of a job interview is actually a sales job. You are "selling" yourself and your skills to an employer. This is not an easy task for many of us because we may not be sure about our skills, lack a bit of self-confidence, or are just plain nervous. This is one skill that will definitely get better the more it is practiced. In order to begin thinking about how we might "sell" ourselves in a job interview, participants will learn how to turn their personal FEATURES into BENEFITS for the employer. This is where they will be able to tell an employer what they have to offer while also giving the employer a reason why this feature is good for his or her business.

5. Take a few minutes to brainstorm some positive personality traits.
 - Examples of positive personality traits include, but are certainly not limited to: friendly, creative, honest, dependable, trustworthy, enthusiastic, upbeat, patient, polite, helpful, etc.
6. Now, ask participants to think about what these features might mean to an employer.
 - For example: Honesty (feature) means you can be counted on to do the right thing (benefit). Friendliness (feature) means you will help customers feel welcomed (benefit)
7. Recruit four students to present *Interviewee Script 1* and *Interviewee Script 2*
8. Discuss role play. What are the strengths and the weaknesses of each candidate? Who would you hire?

Materials/Equipment:
<ul style="list-style-type: none">• White board/markers• Interview Role Play Script 1 (2 copies) with props• Interview Role Play Script 2 (2 copies) with props

References:
<ul style="list-style-type: none">• <i>Skills to Pay the Bills – Mastering Soft Skills for Workplace Success</i>. U.S. Department of Labor, Office of Disability Employment Policy. http://www.dol.gov/odep/topics/youth/softskills/