

### Lesson Plan- Unit 6: Classroom Lesson 1

Subject/Course	Secondary Transition – Self-Determination and Advocacy		
Topic:	Interviewing Skills		
Lesson Title:	Responding to Interview Questions		
Level:	9-12	Lesson Duration:	15-20 minutes

#### Lesson Objective:

- The students will be able to appropriately answer interview questions.

#### Summary of Tasks/Actions:

1. Discuss good interviewing skills:
  - **Start preparing as early as possible** research the company and specifically the business unit or department. Get as much background information as you can get so that you don't get caught speechless if you're asked to talk a little bit about it.
  - Prepare at least three questions. These should not be things that can be easily discovered through simple research. Think about what you want to know about the specific company, and how working there will be different from working with another corporation.
  - **Show up a little early.** Make sure you are [dressed appropriately](#) and have everything you need. Ideally, you should carry a nice portfolio containing loose leaf paper and your resume. Make sure to also bring a couple of pens and pencils so you can jot down notes.
  - **Be clear.** If you're asked to answer a case question, talk through your process with the interviewer. Don't be afraid to ask if your ideas sound accurate—you'll be evaluated on your ability to structure your thinking, not on the number of questions you ask.
  - **Sell yourself.** What are your unique selling points and how can you match them to what they want? Make sure you use plenty of examples as proof of your abilities.
  - **Be inquisitive.** Don't forget to ask your questions. Pay attention as the interviewer answers—you may even want to jot down notes.
  - **Be polite.** Listen to each question fully before you begin to respond. After the interview, do not forget to send customized email. These are generally better than hand written thank you notes, as they are quicker than snail mail. However, you should be sure that they are well proofread and personal before you send them.
2. Practice answering interview questions (pick a couple/student).
  - "Tell me about yourself."
  - "Why did you leave your last job?"
  - "Where do you see yourself in five years?"
  - "What are your weaknesses?"
  - "Why were you laid off?"

- "Tell me about the worst boss you ever had."
- "How would others describe you?"
- "What can you offer me that another person can't?"
- "If you could choose any company to work for, where would you go?"
- "Would you be willing to take a salary cut?"
- "What experience have you had?"
- "Why did you apply for this position?"
- "What is your greatest strength? "
- "What amount of pay do you require?"
- "What days and hours can you work?"
- "What will your references or former employers say about you?"

3. Discuss what to do if you have unexpected answers or do not know how to answer a question.

#### **Materials/Equipment:**

- Unit 6 Classroom Lesson 1 Interview cards

#### **References:**

- CNN.com. *How to Answer 10 Tough Interview Questions*. Retrieved August 13, 2013, from <http://www.cnn.com/2009/LIVING/worklife/03/04/cb.answeringtough.interview.questions/>