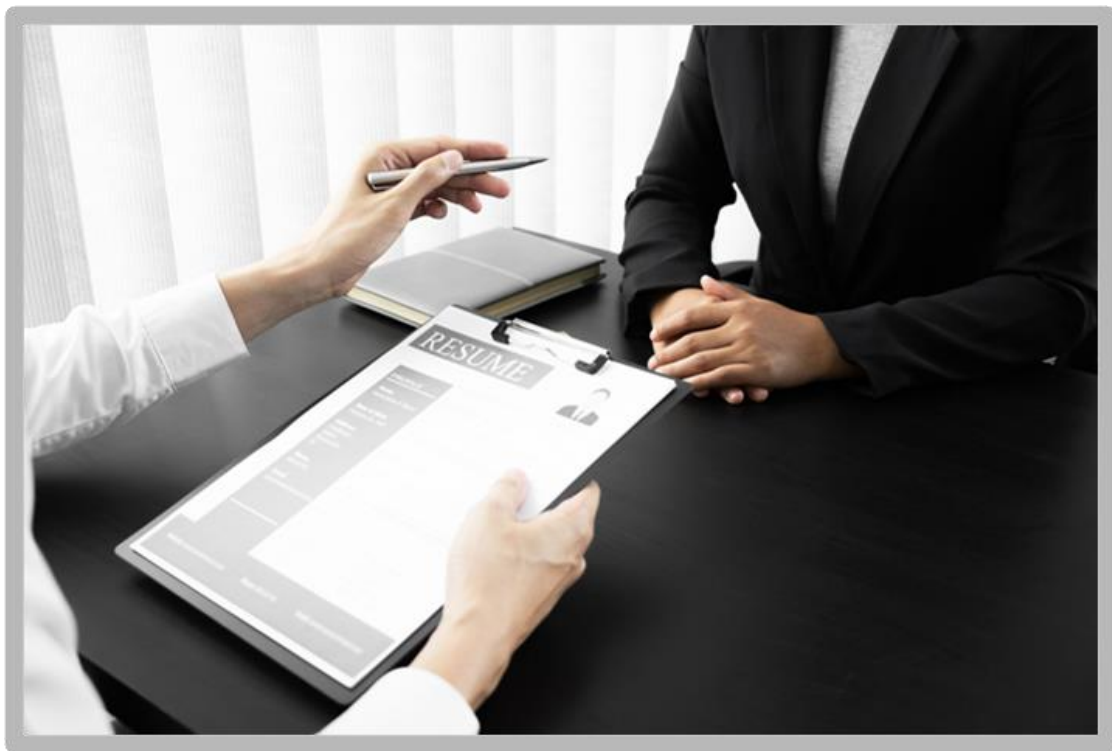


NEW MEXICO 4-H

Aggie Next Step

Practicing the Job Interview



Post Secondary Pathways



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Practicing the Job Interview

INTRODUCTION

The job interview is an opportunity to showcase your skills, experience, and professionalism directly to an employer. In this lesson, participants will practice key interview skills, including responding to common questions, demonstrating professionalism, and highlighting their strengths to make a strong, positive impression.

SET UP

Review lesson materials and determine which worksheets and handouts you will use for the lesson. Print enough pre/post assessments, worksheets, and handouts for each participant.

ACTIVITY

1. Have participants complete the *Pre-assessment*.
2. Introduce the lesson topic: *Today, we're going to practice interviewing, which is a key step in getting a job.* Briefly explain the purpose of interviews: to communicate skills, personality, and fit for the job.
3. Set context for the next handout: *Interviews can be stressful, but there are steps you can take before, during, and after to manage those nerves. Let's look at some strategies that really help students feel prepared.*

Distribute *Managing Interview Stress*. Highlight 1-2 tips for each section. Invite a few volunteers to share a tip that helps them relax.

4. Introduce legal restrictions: *Some questions cannot be asked by an employer. Knowing these helps you respond professionally.*

Distribute *Cautionary Interview Questions*. Discuss why these questions are inappropriate and ways to answer illegal questions.

Supplies

- Worksheets
- Handouts
- Pens/Pencils

OUTCOMES

Students will be able to:

- **Demonstrate** appropriate professional behavior, including posture, eye contact, and greetings.
- **Answer** common interview questions clearly, concisely, and confidently.
- **Exhibit** confident professional delivery, avoiding nervous mannerisms, and using clear language.
- **Identify** strengths and areas for improvement in their interview performance through peer feedback.



Practicing the Job Interview

5. Participants will practice in mock interviews. Divide participants into pairs. Provide each participant with the *Mock Interview* and *Questions You Can Ask the Interviewer* handouts. One participant acts as the interviewee, the other as the interviewer (teacher, adult, or peer can also take this role).

6. Instruct interviewers to ask at least 5 questions, including question #10. Observers complete the evaluation worksheet, noting professionalism, preparedness, and communication skills.

7. After the interviews, pairs discuss:

Q: What strategies helped the interviewee stay calm?

Q: Which answers or behaviors made the best impression?

Q: How could the interviewee improve for next time?

Each pair shares 1 observation with the whole class.

8. (Optional) Distribute *What to Wear to a Job Interview* takeaway handout. In pairs, decide one thing that is a “must” for interview attire and one thing that is a “never.”

9. (Optional) Distribute *Interview Dos and Don'ts* takeaway handout. In pairs, decide which 2 are most important.

10. *Exit Ticket* – depending on time, this can be done as a class discussion, or students can complete the worksheet in class, as homework, or in the following class.

11. Have participants complete *Post-assessment*.

WRAP UP

Interviews are a chance to demonstrate confidence and professionalism. Use what you practiced today to leave a positive impression and continue improving your skills.





Practicing the Job Interview

RESOURCES

NM Standards:

NM PED Standards: Career and Technical Education (CTE):

CTE 2.1.7: Interpret verbal and nonverbal cues/behaviors to enhance communication

CTE 2.1.9: Listen to and speak with diverse individuals to enhance communication skills

CTE 9.1.1: Identify and demonstrate the use of positive work behaviors and personal qualities needed to be employable

CTE 9.1.3: Demonstrate skills related to seeking and applying for employment

CTE 9.2.3: Identify and exhibit traits for retaining employment

Common Career Technical Core (CCTC) Standards: Career Ready Practices (CRP):

CRP-4: Communicate clearly, effectively, and with reason

Optional ELA Alignment (Grades 6-12)

SL1: Participate in a range of conversations

Video Resources:

Note: Please preview all videos before showing them to students to ensure they are age-appropriate, relevant, and aligned with your classroom needs.

Following Up After a Job Interview

<https://youtu.be/TmGWmc2R9GM?si=XwUF71MaR9c9rz9K>

Expert Advice on Job Interviews:

<https://youtu.be/Nlvp9yThI5Y?si=ageWhkQrIQkIEIfa>

How to Prepare for a Virtual Interview

<https://youtu.be/ydlSq1siuvI?si=-BehUybqO9ZtSqFX>

Human Behavior Expert Shares Tips for How to Ace a Job Interview

<https://youtu.be/pUKFB-siKxE?si=6u5Y8VhIPaV184V->

Interview Dos and Don'ts

https://youtu.be/I8emh3KK_Bg?si=IOAVCvi5VWaWH6gm