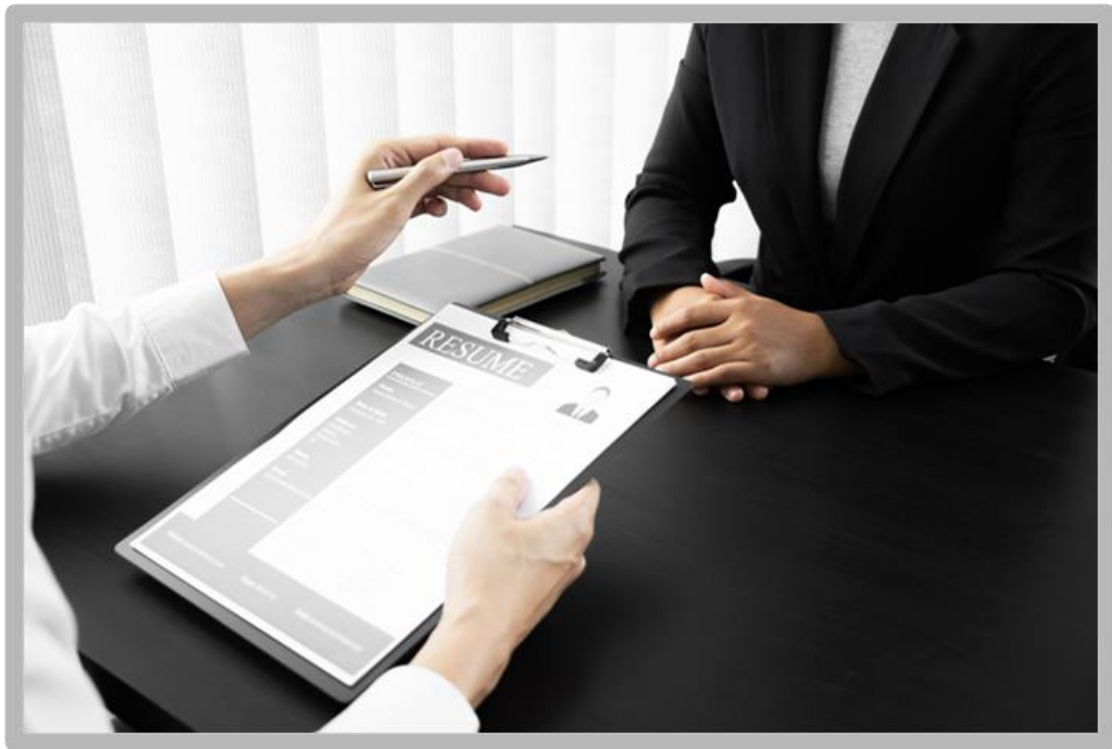


NEW MEXICO 4-H

Aggie Next Step

Preparing for a Job Interview



Post Secondary Pathways



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Preparing for a Job Interview

INTRODUCTION

Securing a job interview is a key step in the employment process, showing that an employer wants to learn more about you. The interview is your chance to demonstrate professionalism, communication skills, and workplace readiness. In this lesson, participants will review the dos and don'ts of professional dress and behavior 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. Briefly explain that interviews are an important step in the hiring process and provide an opportunity to show professionalism, communication skills, and readiness. Let participants know that they will first explore their own ideas about interviews, then analyze real examples, and finally build a list of best practices.
3. Distribute *Preparing for a Job Interview: Agree/Disagree*. Participants mark "Agree" or "Disagree" individually. There is space to write an explanation if they choose. Then have them turn to a partner and share one statement they felt strongly about. (Tip: Keep this discussion light and brief – the deeper analysis comes later.)

Supplies

- Worksheets
- Handouts
- Pens/Pencils

OUTCOMES

Students will be able to:

- **Distinguish** between appropriate and inappropriate dress choices for interviews.
- **Identify** professional and unprofessional interview behaviors.
- **Explain** why appearance and conduct matter in creating a positive impression.



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4. (Materials can be printed and cut in advance for convenience, but students may also cut them during the activity. Alternatively, you can provide the handout uncut and have students mark the 'don'ts' directly on the sheet.) Divide participants into small groups. Provide each group with a set of *Interview Dos & Don'ts (Card Sort)* cards. Ask groups to sort the images into "Do's" and "Don'ts".

5. After sorting, groups discuss:

Q: *Why did you place each picture in that category?*

Q: *How does this behavior or appearance affect the impression it gives?*

Each group shares 1-2 examples with the class. (Tip: Encourage groups to disagree and explain their reasoning – that's where the learning happens.)

6. Debrief as a whole group. On the board or chart paper, create two columns: Do's and Don'ts. Add examples from both activities. Fill in any gaps using the *Interview Dos & Don'ts* handout. Distribute the handout as a takeaway resource.

7. Wrap-up by revisiting the anticipation guide. Ask participants to re-check one statement they may now see differently. Discuss: *Which do or don't stood out as most important for making a strong first impression? Why?*

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 *Tips for Your Next Job Interview* takeaway handout. In pairs decide which 2 tips are most important.

9. *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.

10. Have participants complete *Post-assessment*.

WRAP UP

Successful interviews are built on preparation, appearance, and professional behavior. By understanding what to wear and how to act, you can confidently present yourself, leave a positive impression, and demonstrate that you are ready for the workplace.





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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.

How to Dress for Any Kind of Job Interview

<https://youtu.be/UbcLJxIpyU?si=2IMymXrQ9VLdeXGa>

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