

Session 5 - First Impressions: Resumes, Applications and Interviews

**Activity 3 – Interview Do’s and Don’ts**

It doesn’t matter whether you are interviewing for a job, admission to a high school or for a coveted internship program these interview Do’s and Don’ts will assist you in doing a great job.

Read the statements below. Indicate whether the statement is an interview Do or Don’t in the space provided before each statement.

- Know the location, date and time of the interview
- Make transportation arrangements in advance
- Avoid eye contact with the interviewer or interview panel.
- Prepare questions for the employer ahead of time
- Prepare a list of references
- Research the organization or company
- Take a pad and pen with you
- Exaggerate work experience or skill knowledge.
- Arrive 15 minutes late to the interview
- Be sure that you arrive alone
- Dress appropriately
- Cross your arms in front of your body.
- Change positions often.
- Talk negatively about past employers or work experiences.
- Bring extra copies of your resume
- Enter the room confidently
- Try to mirror your interviewer’s body position.
- Shake hands like a dead fish.
- Pay attention to your posture.
- Pay attention to your tone of voice.

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**Activity 2 – The Interview**

Divide the class into groups of 3 or 4. Have the students practice giving an admission interviews into the 8<sup>th</sup> grade class at Chandler Middle School. Use the checklist found in Worksheet 3 to rate the interviewee. Each student should have the opportunity to have their classmates interview them for a position at Chandler.

Choose from the scenarios listed below. Put your best foot forward.

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### **Activity 4 – Thank You Note**

After an interview, you have the opportunity to remind the interview panel of who you are and how much you want the job position. A thank you note is a great way to leave a lasting positive impression. A thank you note should be sent within a day or two of the interview. It is appropriate to send a letter, card or email to those on the panel who interviewed you.

In the space provided write a thank you note to the person who interviewed you for admission into the high school of your choice.