

Lesson Plan

Name: Edna Nelson	Name of Unit: Preparing Productive Citizens Building Trades 1: Unit 1: Introduction and Orientation	Date: 06/29/10	Grade Level: 10th-12th		
Objective	Procedure	Materials	Evaluation		
<p>1. After reading and discussing the lesson, the students will describe employment opportunities and responsibilities.</p> <p>2. After successfully completing activities on filling out job applications and writing effective resumes and cover letters, the students will dramatize an interview.</p>	<p style="text-align: center;">Essential Questions:</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 50%; padding: 5px;"> Why are “first impressions” important? </td> <td style="width: 50%; padding: 5px;"> What are the characteristics of a “good” interview? </td> </tr> </table> <p>Anticipatory Set:</p> <ol style="list-style-type: none"> 1) Review the week’s theme, <i>Preparing Productive Citizens</i>. 2) Review job applications, resumes and cover letters. <p>Introduction:</p> <ol style="list-style-type: none"> 3) Introduce lesson 4) Stress the importance of good first impressions. 5) Ask what this statement means: “You never get a second chance to make the first impression”. <p>Model:</p> <p><i>The teacher will:</i></p> <ol style="list-style-type: none"> 6) Discuss and give examples of interview questions. 7) Model an interview. 8) Provide website address for interview questions. 9) Assist as needed with activities. 10) Provide extra help for struggling students. 11) Provide rating form and rating record for interview. 12) Review lesson. 13) Provide feedback via completed rating form, rating record and recommendations. <p><i>The students will:</i></p> <ol style="list-style-type: none"> 1) Participate in a review of the week’s theme. 2) Summarize tips for filling out job applications and writing 	Why are “first impressions” important?	What are the characteristics of a “good” interview?	<p>Textbook</p> <p>Computer</p> <p>Choices Planner</p> <p>Paper</p> <p>Pencils</p> <p>Journal</p> <p>Sample questions</p> <p>Checklist</p> <p>Markers</p> <p>Rubric</p> <p>Videos</p> <p>Websites</p> <p>Rating record</p>	<p>Observation</p> <p>Rating form</p> <p>Recommendation</p> <p>Journal entry</p> <p>Feedback</p> <p>Bulletin board</p> <p>Reflection</p> <p>Poster</p> <p>Modeling</p> <p>Role-play</p>
Why are “first impressions” important?	What are the characteristics of a “good” interview?				

	<p>effective resumes and cover letters.</p> <ol style="list-style-type: none"> 3) Brainstorm the term “first impressions”. 4) Write a journal entry in reference to question asked by the teacher. 5) Answer interview questions. 6) Provide feedback about model interview done by teacher. <p>Independent Practice:</p> <ol style="list-style-type: none"> 7) Assess www.bridges.com 8) Pair and practice answering questions. 9) Watch video; ask questions. 10) Discuss appropriate attire. 11) Partner and role-play the interview process. 12) Self-evaluate 13) Use checklist 14) Rate groups on their role-play. 15) Peer tutor struggling students. <p>Closure:</p> <ol style="list-style-type: none"> 16) Lead discussion in a review of the lesson. <p>Re-teach: Students will receive extra support by watching a video on interviewing at www.vimeo.com. (diversity)</p> <p>Enrichment: Students will create a bulletin board emphasizing unit skills: job applications, resumes, cover letters and interviews or create a poster using the “This is my Life” theme relating to plans after high school or Watch video (www.viddler.com) of a college level mock interview and write a reflection.</p>		
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For each lesson plan, do the following:

- 1) Identify the domain
- 2) Align the standards
- 3) Address diversity
- 4) Infuse technology

THE INTERVIEW

I. Preparation is KEY!

A. Research & Role Play

1. Know about the company and position.
 - a. growth of the company
 - b. requirements of position
 - c. pay
 - d. CEO or President's name
2. Make a list of things you like and don't like about that company.
3. Know your interviewer's name.
4. Know what type of interview it will be.
 - a. screening interview
 - b. selection interview
 - c. group interview
5. Imagine yourself in the interview.
 - a. What are possible questions they will ask?
 - b. Write down questions you have.
 - c. Write down where the company is and what room you're in.
6. Try not to drink the night before or eat odorous foods.
7. The day before relax and be rested.

B. The Day of the Interview

1. Dress for the job.
2. Arrive early.
3. Bring a pen and notebook.
4. Don't offer to shake hands unless the interviewer offers first.
5. Wait for the interviewer to sit before you seat yourself.

II. The Interview

A. How to present yourself.

1. Enthusiastic.
 - a. display of fervent, but sincere interest.
 - b. confident in your abilities.
3. Knowledgeable.
 - a. about company and your interest in the company.
4. Consistent.
 - a. don't give in to pressure and be honest.
5. Personable.
 - a. show interest in the interviewer.

B. Question and Answer

1. Interviewer controls the flow, you control the content.
2. The manner in which you answer questions also will effect how the interviewer feels about you.
3. Don't be boring.
 - a. vary tone and tempo of voice
 - b. talk about their interests
 - c. identify with the interviewer
4. If questions are ambiguous ask for clarification.
5. It's o.k. to take your time.
6. Eye contact should be natural.
7. Assume that every question is asked for a purpose.
8. Be ready for the blockbuster question?
 - a. more difficult, ambiguous.
 - b. ex.: Tell me about yourself?
9. Don't talk bad about your former employer.
10. Answer dual-purpose questions decisively.

C. Commonly asked questions

1. Tell me about yourself?
2. What are your strengths and weaknesses?
3. Why are you interested in this company/position?
4. Describe a situation were you had handle a conflict?
5. What pay do you expect?
6. What are your outside interests?
7. Why do you want to change jobs?
8. Why do you feel you are the most qualified for the job?
9. Did you have any problems on your previous job?
10. How has your college experience changed you as a person?
11. Are you willing to relocate?
12. Describe a leadership role you held?
13. Describe a situation where you had to work with someone who was difficult?
14. How would your friends describe you? Your professors?
15. What are two or three things you learned on your previous job?
16. Are there any conditions business, health, or family which would limit your flexibility for taking on a new assignment?
17. What is your pay right now?
18. What's the most important thing you're looking for in a job/employer?
19. Where do you see yourself in ten years?
20. What else should we know about you?

For more tips read: [Sweaty Palms: The Neglected Art of Being Interviewed](#) by H. Anthony Medley.

Am I Ready for My Interview?

Preparing to Ask My Own Questions

Yes

No

Am I ready to ask questions about:

- the job itself
- pay and benefits?
- chances for advancement?
- working conditions?
- the employer?

Final Check for the Day of the Interview

- Did I shower or bathe last night or this morning?
- Do I smell OK—not too much perfume or after-shave lotion?
- Did I brush my teeth this morning?
- Do my fingernails look clean, trimmed, and shaped?
- Does my hair look clean and neatly combed?
- Man: have I shaved (or trimmed my beard or mustache)?
- Woman: have I avoided wearing too much jewelry?
- Are my clothes appropriate for this interview?
- Are my clothes clean and neat?
- Are my shoes polished/brushed?
- Do I have all the information and documents I may need?

Applicant's Name _____

Class _____

Interviewer's Name _____

Interview Date _____

Interview Rating Form

Scores	Excellent = 15	Fair = 5
	Good = 10	Poor = 0

Items					Scores
1. Grooming	<input type="checkbox"/> Excellent 15	<input type="checkbox"/> Good 10	<input type="checkbox"/> Fair 5	<input type="checkbox"/> Poor 0	_____
2. Clothing	<input type="checkbox"/> Excellent 15	<input type="checkbox"/> Good 10	<input type="checkbox"/> Fair 5	<input type="checkbox"/> Poor 0	_____
3. Posture / Body Control	<input type="checkbox"/> Excellent 15	<input type="checkbox"/> Good 10	<input type="checkbox"/> Fair 5	<input type="checkbox"/> Poor 0	_____
4. Eye Contact	<input type="checkbox"/> Excellent 15	<input type="checkbox"/> Good 10	<input type="checkbox"/> Fair 5	<input type="checkbox"/> Poor 0	_____
5. Manners	<input type="checkbox"/> Excellent 15	<input type="checkbox"/> Good 10	<input type="checkbox"/> Fair 5	<input type="checkbox"/> Poor 0	_____
6. Language	<input type="checkbox"/> Excellent 15	<input type="checkbox"/> Good 10	<input type="checkbox"/> Fair 5	<input type="checkbox"/> Poor 0	_____
7. Personality	<input type="checkbox"/> Excellent 15	<input type="checkbox"/> Good 10	<input type="checkbox"/> Fair 5	<input type="checkbox"/> Poor 0	_____
8. Preparation	<input type="checkbox"/> Excellent 15	<input type="checkbox"/> Good 10	<input type="checkbox"/> Fair 5	<input type="checkbox"/> Poor 0	_____
9. Attitude	<input type="checkbox"/> Excellent 15	<input type="checkbox"/> Good 10	<input type="checkbox"/> Fair 5	<input type="checkbox"/> Poor 0	_____
10. Motivation	<input type="checkbox"/> Excellent 15	<input type="checkbox"/> Good 10	<input type="checkbox"/> Fair 5	<input type="checkbox"/> Poor 0	_____
11. Qualifications	<input type="checkbox"/> Excellent 15	<input type="checkbox"/> Good 10	<input type="checkbox"/> Fair 5	<input type="checkbox"/> Poor 0	_____
12. Listening and Answering	<input type="checkbox"/> Excellent 15	<input type="checkbox"/> Good 10	<input type="checkbox"/> Fair 5	<input type="checkbox"/> Poor 0	_____
13. Asking Questions	<input type="checkbox"/> Excellent 15	<input type="checkbox"/> Good 10	<input type="checkbox"/> Fair 5	<input type="checkbox"/> Poor 0	_____

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Overall Ratings	<input type="checkbox"/> 181 - 195 Excellent	<input type="checkbox"/> 61 - 110 Fair
	<input type="checkbox"/> 111 - 180 Good	<input type="checkbox"/> 0 - 60 Poor

Total _____

Applicant Rating Record

Interview Date _____ Job Title _____

Interviewer's Overall Rating _____ Class' Overall Rating _____

Check each category for which the class gave you a rating lower than Excellent.

- | | | |
|--|---|--|
| <input type="checkbox"/> 1. Grooming | <input type="checkbox"/> 6. Language | <input type="checkbox"/> 11. Qualifications |
| <input type="checkbox"/> 2. Clothing | <input type="checkbox"/> 7. Personality | <input type="checkbox"/> 12. Listening and Answering |
| <input type="checkbox"/> 3. Posture / Body Control | <input type="checkbox"/> 8. Preparation | <input type="checkbox"/> 13. Asking Questions |
| <input type="checkbox"/> 4. Eye Contact | <input type="checkbox"/> 9. Attitude | |
| <input type="checkbox"/> 5. Manners | <input type="checkbox"/> 10. Motivation | |

Recommendations for improvement: _____

Applicant Rating Record

Interview Date _____ Job Title _____

Interviewer's Overall Rating _____ Class' Overall Rating _____

Check each category for which the class gave you a rating lower than Excellent.

- | | | |
|--|---|--|
| <input type="checkbox"/> 1. Grooming | <input type="checkbox"/> 6. Language | <input type="checkbox"/> 11. Qualifications |
| <input type="checkbox"/> 2. Clothing | <input type="checkbox"/> 7. Personality | <input type="checkbox"/> 12. Listening and Answering |
| <input type="checkbox"/> 3. Posture / Body Control | <input type="checkbox"/> 8. Preparation | <input type="checkbox"/> 13. Asking Questions |
| <input type="checkbox"/> 4. Eye Contact | <input type="checkbox"/> 9. Attitude | |
| <input type="checkbox"/> 5. Manners | <input type="checkbox"/> 10. Motivation | |

Recommendations for improvement: _____

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