

Area/Skill - Interdisciplinary	Cognitive Skill Level - Application	Correlation to Framework - 07.02/07.04	Lesson #8
<p>Activity Title - The Ideal Employee</p> <p>Goal/Objective</p> <p>To demonstrate appropriate interviewing skills and a professional attitude in the workplace.</p> <p>Lesson Outline Introduction</p> <p>Knowing what employers expect from their employees, other than basic skills, will assist the employee in being successful in the workplace. Personal and social skills are very important as are skills in communication. Often these are called “soft” skills.</p> <p>Activity</p> <p>P rearrange with area employers to provide a day of mock “job interviews” in the classroom. Prior to the interviews, have students develop sample interview questions and appropriate answers. Have the students role play interview situations. On the day of the mock “job interviews,” have students select two employers with which to interview. Students should dress in a professional manner as if they were actually interviewing for the position.</p> <p>Debriefing/Evaluation Activity</p> <p>If possible, have the employers provide general feedback on the interviews that were conducted. Write down the employers’ suggestions for improvement on the board. Have the students discuss areas of concern that they noticed. Write down these suggestions in a second column on the board.</p> <p>Using this information, have students develop one goal to improve their interviewing skills.</p>			<p>Materials/Texts/Realia/Handouts</p> <ul style="list-style-type: none"> • Paper and pencils • List of interview questions • Chart paper/board and markers • Employers from area businesses
			<p>Extension Activity</p> <p>Have students use the help wanted advertisements to locate positions in the area in which they are interested. Have students develop appropriate interview questions for each position.</p>
<p>Real-Life Connection</p> <p>Most individuals must interview in order to obtain employment. Brainstorm possible questions that could be asked at an interview. Have students make their own “Interview Question Book” in which the students writes down appropriate responses to each of the questions. This will assist students when they face an interview process.</p>			<p>ESE/ESOL Accommodations</p> <p>Have students practice interviewing skills through role playing in small groups.</p> <p>Provide students with a sheet of sample interview questions and responses. Assist them in developing personalized responses.</p>

GED 2002 Teachers' Handbook of Lesson Plans

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Introduction

Say: Prospective employers have definite standards of personal and social skills that they expect their employees to embody. Job seekers will find it easier to get a job and to keep it, if they practice the skills that employers expect. The first skill that must be mastered is one of effective communication.

Main Activity

Say: In a couple of weeks, we will be having local employers visit our classroom to conduct “mock” job interviews. Before you interview with these individuals, we first need to identify what types of questions you may be asked and what types of responses you should make. An important part of the interview process is being prepared. A good way to prepare for any interview is to develop a sample list of questions and responses from which to practice. Role playing this process is also an excellent preparation for the real thing. These are the two skills that we will practice for the next couple of weeks.

Have students develop their own personal list of possible interview questions and appropriate responses. Using these types of questions, conduct interviews in the classroom where students interview other students. You may wish to video tape some of the interviews to assist students in assessing their skills.

For the “mock” interviews, have students select two employers with which to interview.

Debriefing/Evaluation Activity

Have the local employers share information with the class on positive and negative interviewing techniques and the types of answers they expect to hear from the potential employee. Write these ideas on the board for later discussion with the class.

Follow-up Lessons/Activities

Have students locate specific want-ads that advertise positions in which they are interested. Have students prepare a sample list of questions appropriate for the position advertised and possible answers for each of the questions.