

NH ADULT WORKER LESSON PLANS

Focus Area:

Worker: Job hunting procedures

Standard: Understands and demonstrates job seeking skills. techniques.

Objective: Students will be able to use appropriate interview

Classroom Activities:

- Hold a discussion about interviews—why they often make people anxious, how you can prepare.
- Read Attachment 1, Questions you may be asked... Talk with a partner about these questions and the answers you would give. Take turns being the interviewer and the job candidate and talk about what kind of answers a boss might be looking for and why.
- Talk about the importance of “thinking like the interviewer.” Read and discuss Attachment 2, “What You Should Know about Business.” Then talk about how you can “add value” to a company you want to work for.
- Discuss the fact that you may be asked if you have any questions for your interviewer. What kinds of questions would be good to ask? Read Attachment 3, sample questions, and Attachment 4, interview tips. Brainstorm your own list of questions to ask the person who interviews you.
- Talk about types of interviews you have heard about. Read Attachment 5, types of interviews. Have you heard of people who have been interviewed in these ways?
- Read Attachment 6, guidelines for interviewers. Role-play being an interviewer of the teacher or a volunteer student.
- Read and discuss “Ace That Interview,” Attachment 7.
- Role play interviews; videotape them if possible and if students are willing. Role-play some of the ways to “strike out” in interviews (Attachment 8); then role-play a good interview. Critique each other, and give encouraging comments.

Writing Practice:

- Choose four of the words on the vocabulary list (Attachment 9.) Write a short story that includes these words.
- Write a dialogue that shows a job applicant doing many things wrong in an interview. Then re-write the dialogue to show the applicant doing well.

References:

Communication and Writing-PBS Literacy Link, Workplace Essential Skills, Public Broadcasting, 1999
Personal Development-Workforce: Building Success, Steck-Vaughn, 1997
Read to Work-Service and Retail, Linda Stem, Cambridge Adult Education, a division of Simon and Schuster
Contemporary Activity-Based Employment Program, You’re Hired, Book One: Charting Your Career Path, 1992

Vocabulary:

- analyze
- assess
- compromise
- eliminate
- interpersonal skills
- monitor
- networking
- spreadsheets
- Other vocabulary words on Attachment 9

Materials! Additional Resources:

- Desk and chair to simulate interview.
- Videotaping equipment if possible.

Extensions:

- Invite a local business person to come and speak about interviewing, then do a mock interview with a volunteer student.
- Do the word search puzzle (Attachment 10) as a fun break.