

# NH ADULT WORKER LESSON PLANS

**Focus Area:**  
**Worker**  
Job hunting procedures

**Standard:** Understands and demonstrates job seeking skills

**Objective:** Students will be able to use appropriate interview techniques and etiquette.

## Classroom Activities:

- Read and discuss interview etiquette, tips, and appearance lists. (Attachment 1)
- Play the role of employer and ask student volunteers to role-play parts of an interview (eye contact, handshake, sitting, thank you at end, etc.)
- Read interview characteristics. (Attachment 2) Ask students to circle words they don't know. Discuss vocabulary. Choose five characteristics you have and talk about why you chose these.
- Read interview questions. (Attachment 3.) Ask students to check the ones they find hardest to answer. Brainstorm answers in small groups.
- Role play an interview with you as interviewer and a volunteer student as job-seeker. Use Attachment 4 to evaluate the interview.
- Tell students interviewers often ask if the interviewee has any questions. What questions might they want to ask? Discuss whether there are some questions not to ask. Look at Attachment 5 to see some sample questions. Brainstorm other possibilities.
- Have pairs of students practice interviewing each other. Share evaluation responses.
- Extend by videotaping practice interviews if possible so students can critique their own behavior.

## Writing Practice:

- Select a job you might apply for and write about what would be appropriate to wear for an interview.
- Explain what it means to be a team player.
- Pretend you are going for a job interview. Write a list of questions you would like to ask the person who interviews you.
- Pretend that you have gone for an interview. Write a thank you note to the employer.
- Describe the expectations you would have if you were a boss who hired a new employee.

## 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:

- Personal
- Evaluation
- Etiquette
- Characteristics
- Leadership
- Dependable
- Adaptable

## Materials/Additional Resources:

- Desk and chair to simulate interview.
- Overhead projector if you wish to project a list of characteristics for discussion.
- Videotaping equipment if possible.

## Extensions:

- Invite an employer and/or temporary agency job developer to speak to the class (or interview one as an individual assignment.) Think of a list of questions to ask, with the purpose of finding out which aspects of interview behavior are important to this person. For example...  
.Do interviewers pay a lot of attention to how someone shakes hands? Do they notice what people wear to interviews? Do they expect the interviewee to ask questions? Are there any questions you shouldn't ask?
- Ask volunteers to role-play interviews on videotape. Lets students critique their own interview behavior.