

# PRACTICE INTERVIEW SCRIPT FOR AN EMPLOYER/JOB APPLICANT

## TEACHER NOTES

1. Give each student a copy of the 'Mock Interview' and 'Common Interview Questions' handouts. Students can review the tips for answering the questions and/or complete the sample questions included in the Mock Interview activity on how they might answer for the interview.
2. Ask a student to play the employer's role and the instructor will play the applicant. Demonstrate with the students how to give a firm handshake. Have students practice with a classmate. Note: I often give students 3-4 minutes to walk around the classroom practicing their handshake. It tends to be a little silly but gets the point across. Here are some tips for a good handshake:
  - **Grip:** A firm grip shows confidence, strength, and enthusiasm. You should squeeze firmly but gently like you're holding a door handle. (Think Goldilocks – not too firm, not too gentle, keep it just right)
  - **Palm position:** Your palm should face forward, not up or down.
  - **Hand contact:** Make sure your palms touch, and the web of your hand touches the web of the other person's.
  - **Duration:** A good handshake lasts about two to three seconds.
  - **Eye contact:** Make eye contact to show confidence and build trust.
  - **Smile:** Smile briefly, but don't overdo it.
  - **Verbal greeting:** Exchange a brief greeting or introduction during the handshake.
  - **Posture:** Rise if you're seated, unless you're eating. Keep your head level and your hands at your sides.
  - **Personal space:** Avoid standing too close to the other person.
3. On the first interview, model inappropriate responses such as complaining about the directions or other things about how your day is going. Refer to the Don'ts in an interview and use those as well. You may even want to wear some "inappropriate" clothes for the interview. Students will see visually how an unsuccessful interview looks. On the second interview, model good interview skills. Next, let the students role-play the role of employer and applicant until all students have a chance to practice for an interview.
4. Give students the *Mock Interview Script* and allow them to choose a partner to practice with. Instruct each student to pick a job they will apply for and fill it in on their mock interview script. Then, switch scripts with their partner so their partner can choose the 5 questions they would like to ask when they interview their partner. Note: Depending on the time you have to spend on this lesson, you may have students do research and pick a real job that is available, or you may have students make up the position they will apply for.
5. When students do their mock interviews, listen for a pair that does a great job and ask them to do the interview a second time for the class to hear.