

OVERVIEW FOR PRACTICE INTERVIEWERS

THANK YOU for volunteering to conduct practice interviews at Pathways to Employment!
Please plan to check-in by 1:15 on Saturday, April 6th. Your first interview begins at 1:30.

Lunch is available if you choose to arrive earlier.

Here is an overview of the day even if you are only helping with Practice Interviews

9:00 to 9:20	Opening Session in the gymnasium.
9:30 to 10:30	Youth will attend three 60 minute workshops of their choice – 15 minutes allowed between.
Workshop Session I	9:30 – 10:30
Workshop Session II	10:45 – 11:45
LUNCH BREAK	11:45 – 12:15
Workshop Session III	12:20 – 1:20
1:30 to 3:30	Employers and volunteer organizations will have tables set up in the gymnasium. Practice Interviews will be conducted in assigned classrooms

We will try to get as many attendees as possible to sign up for practice interviews but it is possible all time slots may not be filled for all 5 sessions. Thank you for your understanding.

INTERVIEW APPOINTMENT TIMES

Interview Session I	1:30 – 1:50	Interview Session IV	2:45 – 3:05
Interview Session II	1:55 – 2:15	Interview Session V	3:10 – 3:20
Interview Session III	2:20 – 2:40		

PRACTICE INTERVIEWS will run at the same time as Employer & Organization tables.

We anticipate conducting several interviews simultaneously in each room so you will need to be considerate of volume. Earlier in the day the youth will be provided with Interview Appointment Time cards.

Please keep each interview to 15 - 20 minutes to keep on our scheduled appointment times.

The goal is help each student become more comfortable and skilled at the interviewing process. We would like the interviews to be as realistic as possible for the youth. We have prepared some sample questions, but certainly you can use whatever questions and techniques you think are appropriate.

Equally important to the actual interview is your POSITIVE FEEDBACK and coaching to the young person.

Tell them what they did well and coach them on areas where they could improve.

Some youth may walk in with a resume, many will not. Some will have taken the interview and/or resume workshop earlier in the day. Most will be nervous! We want to make them as comfortable as possible.

This mock interview provides them with an example of what to expect during a real interview but of course there are many styles of interviews.

Advise youth to BE PREPARED before a real interview by:

- Researching the company and the type of position for which they are applying.
- Google the most popular interview questions to be prepared with answers.

SUGGESTED INTERVIEW QUESTIONS – or USE YOUR OWN

- Why should we hire you to work for our company?
- How would you describe yourself?
- How are you a team player?
- What is your greatest strength or accomplishment?
- What is a weakness or area to improve?
- How have you dealt with conflict?
- What skills do you use to keep yourself organized?
- Do you have transportation to arrive on time?
- List five words that describe your character.
- What are you looking for in career development?
- What do you do in your spare time?