

**Title:** Interview Etiquette

**Author:** Michelle Mohelnitzky

**Externship Business:** [Verso](#)

**Overview / Description:**

A main emphasis the Verso hiring department and department heads stressed was that students need to be well prepared for an interview. The interview will determine if they are hired. Having proper interview etiquette will give students an opportunity to excel during the interview process and provide the confidence required to succeed during an interview.

**Subject(s):**

Academic and Career Planning

**Grade Level(s):**

8th Grade

**Learning goals/objectives:**

*After completing this activity, students should be able to:*

- Identify proper conduct before, during and after the interview.
- Understand how behavior will impact future employment.

**Type of Activity (check all that apply):**

- ✓ Individual
- ✓ Small Group
- ✓ Whole Class

**Teaching Strategies (check all that apply or include new strategies):**

- ✓ Discussion
- ✓ Partner work
- ✓ Use of Technology
- ✓ Role Playing
- Simulation
- Performance Assessment

## **Content Standards**

### Model Academic Standards for School Counseling

#### Personal/Social Development Domain

**Content Standard D:** Students will acquire the knowledge, attitudes and interpersonal skills to help them understand and respect self, others and individuals from different cultural backgrounds.

#### Career Development Domain

**Content Standard G:** Students will acquire the self-knowledge necessary to make informed career decisions.

- Core Performance Standard 2: Develop positive interpersonal skills necessary to be effective in the world of work.

**Content Standard I:** Students will employ career management strategies to achieve future career success and satisfaction.

- Core Performance Standard 4: Develop employability skills to gain, maintain, advance in, or transition to a new job or career.

### **Length of Time and length of class periods:**

- Two 45 minute class periods

### **Materials List (linked if online resource please):**

- “Interview Etiquette”:  
<https://www.nic.edu/modules/images/websites/15/file/Interview%20Etiquette.pdf>
- Poster Board
- Coloring materials (markers, crayons, colored pencils)
- Notebook/Computer

### **Directions (Step-by-Step):**

#### **Day One**

1. Divide students into groups of two-three depending on class size.
2. Assign each grouping one of the six interview etiquette strategies.
3. Each group will prepare a poster explaining their strategy.  
-must include a title, definition in their own words, and a picture to represent their tip.
4. Students will need to have completed for tomorrow to present. Students will then have work time to complete their posters.

#### **Day Two**

1. Students will present poster depiction of assigned interview etiquette strategy.
2. While students present, write down key points on board, students take notes.
3. After strategies have been discussed, role play two different scenarios with a volunteer (another adult or student). The teacher is the employee and the volunteer is the interviewer. Have five common interview questions picked for volunteer to ask. First scenario is done demonstrating proper etiquette. The second does not.

4. During role play sessions, students need to identify five items that went well and five items that did not meet expectations during the interview.

**Wrap-Up:**

- As a whole, discuss what students witnessed during the interview. What actions could have used improvement and what went well?

**Formative/Summative Assessment:**

- Formative assessment will be conducted through teacher observation and class discussion.
- Summative assessment will be an end of unit test.

**Extension Activity for differentiation:**

- Students could discuss with an upperclassman who currently has a job what their interview process was like.
- A local business leader could be invited to discuss the interview process at their company.
- A local HR director could be invited to discuss how they make selections for the face-to-face interview and their expectations during the interview process.

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