CAREER MODULE LESSON PLAN
INTERVIEWING

Learning Objectives:
- Name four key areas to know before interviewing
- Define components of STAR method
- Identify appropriate professional dress for interviews
- Craft compelling answers to interview questions
- Strategize answers for four frequently asked challenging questions
- Compile list of questions for employers

Time: 50 Minutes (each lesson plan is designed for a 50-minute class period. If you have additional time, please see next steps section below and incorporate homework ideas as class activities)

Materials:
CCPD PowerPoint
Big Interview (online software)

Outline:
Each of these are included in the PPT.
- Warm Up (7 mins): Introduce topic and why you have selected to incorporate it into your course. Ask students if they were going to hire somebody for a job but could only ask one question, what would they ask and why. Have them gather into pairs or small groups depending on the size of your class to share their interview question and reasoning, and select one question as their final one. Have each pair/group share.
- Educational Content (35 mins): Utilize CCPD provided PowerPoint which has embedded learning activities
- Wrap up and next steps (5 minutes)

Next Steps/Homework:
These assignments range in complexity and amount of time required to complete. Please select the best fit for your course, and contact your liaison if you'd like assistance with implementation ideas or brainstorming alternative assignments.
- Audit wardrobe for business casual vs business formal outfits. Create a list of items still needed.
- Select an interview outfit from your current wardrobe and try it on. Students could be asked to wear their outfit to class, submit a photo of their outfit or write a brief description of their outfit.
- Write draft answers to common interview questions or questions commonly asked in your field.
- Write a list of five possible questions for their employer with an explanation of why those questions are important to them.

- Have students partner for peer mock interviews utilizing interviewing rubric from CCPD. Student interviewers can ask common interview questions or each student might select a specific job to interview for and develop a list of questions for their interviewer to ask. Students can submit their rubric and brief reflection on their interviewing experience.
- Complete learning modules in Big Interview. Faculty/instructor could assign specific modules or have student self-select three modules that they need most. Write a reflection of key takeaways from the modules they watched and share in a class discussion or on a discussion board to share their learning with others.
- Complete a mock interview in Big Interview. Faculty can create review or have students complete system created interviews without a faculty review. Big Interview has built in AI screening and feedback for observable behaviors such as speed of talking, length of answers, eye contact, use of filler words and power words, and more. It does not provide feedback on content. Please see the Big Interview guides provided by the CCPD for more guidance or contact your liaison for support.

Assess Homework:

Most of these assignments are pretty straight forward in reviewing. If students are submitting draft answers, know that the two areas of common feedback we give students is to provide specific examples and to utilize the language specific to their field to demonstrate their comfort and knowledge with the terminology and skills of the industry.

Resources:

Big Interview
- Video curriculum
- Practice interviews
- Interview assignments

CCPD Professional Handbook

Virtual Interviewing Tips and Checklists
How to Ace an Online Job Interview
Top Video Job Interview Tips
10 Interview Questions to Determine if a Company is as Inclusive as it Claims
Looking for an Inclusive Employer? Ask These 9 Questions During Your Interview
How to Answer: Tell me About Yourself (video)
Interview Question: "What Are Your Salary Expectations"