

Practicing Interview Questions

This lesson is designed to help students prepare for college and career interviews.

OBJECTIVES

Students will...

1. Learn about five commonly asked interview questions
2. Practice answering interview questions to be better prepared for real-world interviews such as for college or employment

ACTIVITIES

PART 1

Content Knowledge

Interviews are used for a variety of applications. Whether you are applying for college or your dream job, you may have to complete an interview. The interview process provides the interviewer with the information needed to see if a candidate is the right fit for a job, college, scholarship etc. Review with students the included handout *5 Commonly Asked Interview Questions and Tips*. Provide an example answer to one or two of the five interview questions. Then have students write down their responses to the five questions. Allow students to share their responses with the class.

PART 2

Applying Information

Break students into groups of two and have them take turns conducting a 10-minute mock interview. Students should use some of the questions from the *5 Commonly Asked Interview Questions and Tips* handout. They can also use the following sample interview questions to conduct their mock interviews. The interviewer should pay close attention to the interviewee's answers to be sure they are following the tips provided in the handout.

Sample Questions:

1. Tell us about yourself.
2. What are your strengths and weaknesses?
3. What makes you a good fit for this position?
4. What did you like best and least about your last job (if you have had a job in the past)?
5. Tell me about a time that you were criticized and how you reacted.

Grade Level: 12

MEFA PATHWAY SECTIONS WITHIN THIS LESSON:

- Resume Builder
- My Journal

DOMAIN:

- College & Career Exploration

TIME:

- 45 minutes

MATERIALS NEEDED:

- Internet connection to work with the MEFA Pathway website
- MEFA's blog post [College Interview Tips](#)
- *5 Commonly Asked Interview Questions and Tips* (included)

FUTURE READY SKILLS:

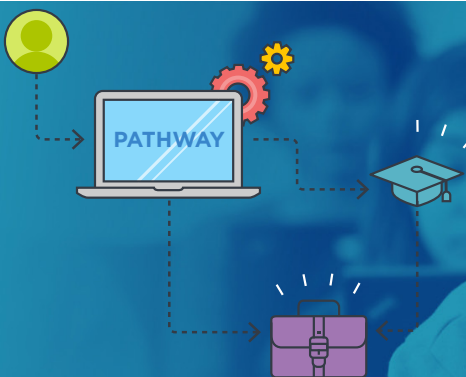
- Communication
- Self-management
- Evaluating

VOCABULARY:

- Interview
- Weakness
- Challenge
- Strength
- Leadership

Email any questions to:
info@mefapathway.org

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LESSON PLAN

6. How do you keep yourself organized and on task?
7. What kind of work environment are you looking for?
8. What are three words your friends, family, and previous coworkers would use to describe you?
9. What qualities do you believe make a good leader?
10. Do you have any questions for us?

Optional: For students preparing for college interviews instruct them to read MEFA's blog post, [College Interview Tips](#). Students can use the sample questions in the blog to conduct a mock college interview.

PART 3

Evaluating Information

Instruct students to log into their MEFA Pathway account and create a new journal entry by clicking on *My Journal* under the *Create Profile* tab. Ask students to reflect on the following prompt:

What did you learn about the interview process? Do you feel more prepared for job or college interviews? Why or why not?

Email any questions to:
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5 Commonly Asked Interview Questions and Tips

| Question | Tips |
|---|---|
| What is a mistake you have made and how have you learned from it? | <ul style="list-style-type: none">• Choose a real incident that happened at work or school• Explain exactly what you did to remedy the mistake• Talk about what you learned from that experience |
| How do you handle challenging situations? | <ul style="list-style-type: none">• Talk about specific strategies that help you deal with challenges• Try to include an example of a challenging situation you handled |
| Share a time you demonstrated leadership. | <ul style="list-style-type: none">• Provide an example from a work, school, or volunteer experience• Describe the specific actions you took• Explain the results of your actions |
| What are three words your peers would use to describe you? | <ul style="list-style-type: none">• Talk about strengths and use examples• Provide qualities that haven't yet come up in the interview |
| Do you have any questions for me? | <ul style="list-style-type: none">• Be sure to ask at least 1 question• Ask questions that are not included in the job description, and demonstrate interest and engagement• Prepare your questions ahead of time |

Practicing Interview Questions Grading Rubric

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| CATEGORY | EXCELLENT 4 | GOOD 3 | SATISFACTORY 2 | NEEDS IMPROVEMENT 1 |
|--|---|--|--|---|
| Sequencing of Information | The information is organized in a clear, logical way. | Most information is organized in a clear, logical way. | Some information is logically sequenced. | There is no clear plan for the organization of information. |
| Effectiveness | The entry includes all material needed to give a good understanding of the topic. | The entry is lacking one or two key elements. | The entry is missing more than two key elements. | The entry is lacking several key elements and has inaccuracies. |
| Font Choice & Formatting | Font formats (size, bold, italic) have been carefully planned to enhance readability and content. | Font formats have been carefully planned to enhance readability. | Font formats have been carefully planned to complement the content. It may be a little hard to read. | Font formatting makes it very difficult to read the material. |
| Conventions. Student uses proper grammar, punctuation, and spelling. | The entry has no misspellings or grammatical errors. | The entry has 1- 2 misspellings, but no grammatical errors. | The entry has 1- 2 grammatical errors but no misspellings. | The entry has more than 2 grammatical and/or spelling errors. |