

Interview Process (optional)

When planning interviews, it is recommended that schools attempt to recruit adult volunteers to fill the role of interviewers. Ideally, it would be best to recruit business volunteers who hold jobs similar to those that the students are seeking. Being interviewed by adults not known to the students is extremely effective. Each interview should take approximately 3 - 5 minutes per student.

We also recommend that, if at all possible, the volunteer interviewers be asked to assist you with job placement. Their thoughts, coupled with your knowledge base, can lead to some interesting job placements. Don't be afraid to assign students jobs that you might not have considered prior to the interview process. It is not uncommon to see a side of some students that you have never seen before.

Following are several suggestions for the interview process:

- Multiple adults may be seated individually in separate rooms, or spread out within a large room, so that many students can be interviewed at one time. This allows enough space for a private interview without disrupting other applicants.
- Prearrange a job fair setting and station volunteers in separate areas that coincide with the jobs available in *JA BizTown* (i.e., media, government, retail, manufacturing, etc.). Students can rotate from area to area based on the job preferences listed on their Job Applications.
- Request one or two adult volunteers to meet with each student over the course of several days.
- Suggested alternatives for scheduling:
 - Provide each student with the date, location, and time of the interview. On that date, students will be expected to quietly excuse themselves from class, proceed to the interview, and return when the interview is completed. Students are responsible for watching the time and not being late or missing their appointments. This method provides little classroom disruption as only one or two students will be gone at any one time.
 - Allow the entire class to interview at once, if an adequate number of volunteers is available.

We recommend that you provide interviewers with a list of suggested questions and a form for recording applicant responses and volunteer interview impressions. These forms may prove helpful during the job placement phase of *JA BizTown* preparation. Two interview templates follow for your consideration, or you may use the Job Interview Evaluation Form located in Unit 3 Lesson 3 of the Curriculum Guide.

Interviewer's Response Form (Template 1)

Interviewer: Please ask to see the citizen's **Job Application** before beginning the interview. Reference the three jobs the student applied for as you ask the questions below, and evaluate the responses. You will be helping to decide which job the applicant will receive. (Teachers attempt to place students in one of their top three preferences, but this is not always possible.) To aid in final citizen placement, please rate responses by circling a number between 1 and 5, using 1 as the lowest ranking and 5 as the highest.

Interviewer Name _____

Citizen Name _____ Date _____

- | | | | | | |
|--|--------|---|---|---|---------|
| | lowest | | | | highest |
| 1. Why are you applying for Job #1? | 1 | 2 | 3 | 4 | 5 |
| | lowest | | | | highest |
| 2. What skills do you have that qualify you for this job? | 1 | 2 | 3 | 4 | 5 |
| | lowest | | | | highest |
| 3. Describe any past experiences you have had doing something similar to this job. | 1 | 2 | 3 | 4 | 5 |
| | lowest | | | | highest |
| 4. What do you feel is your greatest strength that qualifies you for Job #2? | 1 | 2 | 3 | 4 | 5 |
| | lowest | | | | highest |
| 5. Describe some of the skills that are needed to be a good team member in this job. | 1 | 2 | 3 | 4 | 5 |
| | lowest | | | | highest |
| 6. What do you feel is the most important trait of a quality business? | 1 | 2 | 3 | 4 | 5 |
| | lowest | | | | highest |
| 7. What do you feel would be your greatest challenge for Job #3? | 1 | 2 | 3 | 4 | 5 |
| | lowest | | | | highest |
| 8. Why do you want this job?
Is there a question about this job you want to ask me? | 1 | 2 | 3 | 4 | 5 |

Interviewer's Response Form (Template 2)

Interviewer: Please ask to see the citizen's **Job Application** before beginning the interview. Reference the three jobs the student applied for as you ask the questions below, and evaluate the responses. To aid in final citizen placement, please rate responses by circling a number between 1 and 5, using 1 as the lowest ranking and 5 as the highest.

Interviewer Name _____

Citizen Name _____ Date _____

Business/Job Choice #1 _____

Business/Job Choice #2 _____

Business/Job Choice #3 _____

Please rate the citizen on the following items:

	Poor		Fair		Excellent
1. Job Application:					
Complete	1	2	3	4	5
Neat	1	2	3	4	5
2. Personal Appearance	1	2	3	4	5
3. Eye Contact	1	2	3	4	5
4. Articulate	1	2	3	4	5
5. Qualifications	1	2	3	4	5

Why would you like this job?

Do you like working with technology? Describe some of your experiences.

Are you a good communicator? Do you like to write or speak in public? Why?

Are you dependable? Give me an example.

Are you a leader? How have you demonstrated leadership in the past?

Are you creative? Give me an example of your creativity.

Give me an example of a time when you were a good team member.