



REAL life

VOLUNTEER INSTRUCTIONS INTERVIEWING TIPS

Welcome to Interviewing Tips! Thank you for volunteering your time and sharing your talents.

Goal: Students will play the game Jenga while learning the Dos and Don'ts of an interview as well as how to plan for an interview (including preparing a resume).

Introduce yourself and briefly share your career/education background.

Opening Remarks: Tell the students they are going to learn about the Dos and Don'ts of an interview, how to prepare for an interview, and common questions they may be asked during an interview. Being prepared is the best way to feel confident and get the job they are seeking.

Ask the students:

- Has anyone gone on an interview?
- If so, how did you feel?
- Were you nervous?
- Did you feel prepared?
- Did you know what the job duties were?
- Did you think about questions that you might be asked?
- What did you do to prepare for the interview?
- How many of you already created a resume?

Tell the students that since most of them probably do not have a lot of work experience, they will want to draw upon their academics, school activities, sports, clubs, awards or achievements, and volunteer work.

In addition, it is always a good idea to think about questions that they might be asked during an interview and practice answering them with a friend or family member so they can speak confidently during the interview.

Resumes are one of the most important documents in a job search and is used to quickly help employers learn whether an applicant has the skills and experiences to match the position they are applying for. SEE SAMPLE RESUME!

Tell the students that it is not expected for a student between the ages of 14-18 to have extensive (if any) work experience. However, a person can show they have certain personality traits and skills. For example, if someone has been on the school soccer team for 3 years. This shows dedication and commitment.

Tell them they are going to play the game Jenga. During the game, they will need to think of different topics that would be included in an interview such as Dos and Don'ts and questions they may be asked. These are all things that hopefully will help prepare them for a future interview while having fun playing the game.

Activity- Jenga

Directions:

Divide the students so that there are approximately the same number of students at each of the Jenga stations. Ask them not to touch the blocks until you go over how to play the game.

How to Play the Game: Each team will appoint a "secretary". The secretary will write the answers that are given by each student on the answer sheet that is provided. Each Jenga block has an interviewing question. Each team will take turns pushing a block from the tower. They should then read the question out loud, answer the question, and then place the block on the top of the tower.

They may NOT take any blocks from the top of the tower. If the tower falls, the team should restack the tower, then start playing again. They will continue until time has been called.

End of the Game:

When time is called: The team with the tallest tower is the winner!

Closing/Talking Points: Review some of the answers that the teams gave while playing the game.

- What should you bring with you to an interview?
- What are beneficial skills that can be used on a resume?
- What is a question that an interviewer may ask you?
- What should you not do in an interview?
- What contact information should be listed on the resume?
- What is something you should do in an interview?
- What is something you can do to prepare for an interview?
- What are the parts of a resume?

End of the Day:

- **Neatly place all the Jenga blocks back in the container.**
- **Place any unused paper and pencils in the bin.**
- **Put Volunteer instructions and any other items in the bin.**

Thank you for making a difference today!