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# JOB INTERVIEW SKILLS PACK

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*Ready to use in one class period*

|                                                                                                        |                                                                                                      |
|--------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------|
| <br>30 Question Cards | <br>STAR Method    |
| <br>Debrief Form      | <br>Scoring Rubric |

## INCLUDES:

- ✓ 30 Interview Question Cards
- ✓ STAR-Method Framework Poster
- ✓ Mock Interview Scoring Rubric
- ✓ Student Self-Reflection Debrief
- ✓ Teacher Facilitation Guide

**UM Printables**

# Teacher Facilitation Guide

This resource is designed to be completed in **one 45-50 minute class period**. Here is the recommended pacing:

| 0-5 min   | <b>Introduction:</b> Explain the importance of interview skills and the STAR method.                                                            | STAR Method Poster (Page 3)                          |
|-----------|-------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------|
| 5-15 min  | <b>Direct Instruction:</b> Walk through the STAR method using the provided example. Discuss common pitfalls (vague answers, negativity).        | STAR Method Poster                                   |
| 15-35 min | <b>Mock Interviews:</b> Pair students up. Distribute question cards. One student interviews, the other scores using the rubric. Switch halfway. | Question Cards (Pages 4-8), Scoring Rubric (Page 10) |
| 35-45 min | <b>Debrief:</b> Students complete the self-reflection form. Share out biggest takeaways as a whole class.                                       | Debrief Form (Page 9)                                |

■ **PREP TIP:** Print the 30 Question Cards on cardstock and cut them out for reusable interview prompts! You can assign specific cards or let students draw them randomly.

# The STAR Method

How to answer behavioral interview questions like a pro.

Behavioral questions ask Tell me about a time when... Use the STAR framework to give structured, impressive answers.

| S - SITUATION                                              | T - TASK                                       | A - ACTION                                      | R - RESULT                                             |
|------------------------------------------------------------|------------------------------------------------|-------------------------------------------------|--------------------------------------------------------|
| Set the scene. Briefly describe the context or background. | What was your specific responsibility or goal? | What specific steps did YOU take? Use I not We. | What was the outcome? Use numbers/metrics if possible. |

## Example in Action:

Question: Tell me about a time you had to solve a difficult problem.

|   |                                                                                                                                         |
|---|-----------------------------------------------------------------------------------------------------------------------------------------|
| S | I was working on a group science project, and our experiment failed two days before the fair.                                           |
| T | As the team leader, I needed to figure out a new experiment we could complete quickly.                                                  |
| A | I organized a team meeting, assigned research tasks based on everyones strengths, and we decided to pivot to a plant growth experiment. |
| R | We set up the new experiment in one day, and our project won 2nd place at the fair.                                                     |

|                                                                                                               |                                              |                                                                                                     |                                                 |
|---------------------------------------------------------------------------------------------------------------|----------------------------------------------|-----------------------------------------------------------------------------------------------------|-------------------------------------------------|
| <b>Q7</b>                                                                                                     | <b>How do you handle stress or pressure?</b> | <b>Q8</b>                                                                                           | <b>Tell me about a time you made a mistake.</b> |
| <b>Coaching Tip:</b> Give a specific strategy (making lists, deep breaths) and a quick example of it working. |                                              | <b>Coaching Tip:</b> Own it. Focus on what you learned and how you fixed it, not on blaming others. |                                                 |

|                                                                                                     |                                              |                                                                                                     |                                            |
|-----------------------------------------------------------------------------------------------------|----------------------------------------------|-----------------------------------------------------------------------------------------------------|--------------------------------------------|
| <b>Q9</b>                                                                                           | <b>Where do you see yourself in 5 years?</b> | <b>Q10</b>                                                                                          | <b>What are your hobbies or interests?</b> |
| <b>Coaching Tip:</b> It is okay to be unsure, but show you want to learn, grow, and build a career. |                                              | <b>Coaching Tip:</b> Choose hobbies that show positive qualities: dedication, teamwork, creativity. |                                            |

|                                                                                                       |                                                          |                                                                                                                      |                                                    |
|-------------------------------------------------------------------------------------------------------|----------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------|----------------------------------------------------|
| <b>Q11</b>                                                                                            | <b>How do you handle a disagreement with a coworker?</b> | <b>Q12</b>                                                                                                           | <b>Tell me about a time you showed leadership.</b> |
| <b>Coaching Tip:</b> Focus on communication, active listening, and finding a professional compromise. |                                                          | <b>Coaching Tip:</b> Leadership is not just being the boss. Talk about when you helped, guided, or motivated others. |                                                    |

# Mock Interview Scoring Rubric

For interviewer/teacher use during the mock interview.

Candidate Name: \_\_\_\_\_ Date: \_\_\_\_\_

| <b>Professionalism</b>   | Excellent greeting/posture. Professional attire. Very polite and engaged.             | Good greeting/posture. Mostly professional. Polite.                          | Minimal greeting. Slouching or distracted. Somewhat polite.                    | No greeting. Unprofessional posture/dress. Disengaged.                   |
|--------------------------|---------------------------------------------------------------------------------------|------------------------------------------------------------------------------|--------------------------------------------------------------------------------|--------------------------------------------------------------------------|
| <b>STAR Method Usage</b> | Clearly used STAR. Situation, Task, Action, and Result are all specific and distinct. | Used most of STAR. Missing one element (usually Result) or slightly vague.   | Attempted STAR but jumbled. Answer was mostly a story without clear structure. | Did not use STAR. Answer was a vague opinion or one-word answer.         |
| <b>Answer Quality</b>    | Answers are highly relevant, concise, and positive. Shows deep self-awareness.        | Answers are mostly relevant. Slightly long-winded or slightly negative.      | Answers somewhat relevant. Rambles or struggles to make a clear point.         | Answers off-topic, very brief, or unhelpful (e.g., I do not know).       |
| <b>Communication</b>     | Consistent eye contact. Clear, confident voice. Excellent pace and volume.            | Good eye contact. Clear voice. Good pace with minor filler words (um, like). | Some eye contact. Voice too quiet or too fast/slow. Several filler words.      | No eye contact. Mumbling. Excessive filler words or long awkward pauses. |

Total Score: \_\_\_\_ / 16

Notes/Feedback for Candidate:

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