Phase 4 Lesson 12
Interviewing

LEVEL 1 : WORK-SIMULATION

Lesson 12

LEVEL 1 CAPSTONE OVERVIEW

Throughout Stage 1 The Internet Navigator, students have been building conceptual knowledge of the internet while practicing their writing skills using TAG. Now students, as a group, will apply the cognitive skill of synthesizing information and organizing it visually by creating a website template together.

[~9-10 hours]

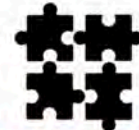*Project timeline will depend on theme and nature of website, scheduling and student support needs.

WORK SIMULATION SKILL DEVELOPMENT

TIME & TASK MANAGEMENT (EXECTUIVE FUNCTIONING)

PROFESSIONAL COMMUNICATION

FLEXIBILITY & PROBLEM SOLVING

PROJECT MANAGEMENT

SOCIALIZATION

META-COGNITIVE DEVELOPMENT

PHASE 1 **PLANNING THE WORK PROJECT**

[~1-1.5 hours] *Project timeline will depend on theme and nature of website, scheduling and student support needs.

In Phase 1 of the Level 1 Work Simulation, students begin the planning process by brainstorming their topic for the website and organizing their ideas. Then, each job role is reviewed and student identify the job they would like to apply for.

Lesson 1: Brainstorming a Website
Lesson 2: Applying for a Job

PHASE 2 — WORKING TOGETHER

[~2.5-3+ hours] *Project timeline will depend on theme and nature of website, scheduling and student support needs.

In Phase 2 of the Level 1 Work Simulation, students obtain their first job and begin working together to complete their project by the assigned deadline. They will need to problem solve, think flexibility and communicate using expressive and receptive language.

Lesson 3: Getting Hired
Lesson 4: Problem Solving
Lesson 5: Time to Work!

PHASE 3 — DEMO DAY

[~2-3+ hours] *Project timeline will depend on theme and nature of website, scheduling and student support needs.

In Phase 3 of the Level 1 Work Simulation, students plan and prepare their first work product demo. Students learn to showcase their work and discuss their problem solving and collaborative process. The Executive Team provides critical feedback for student growth. Students will use their receptive language to interpret feedback and apply it to their next iteration.

Lesson 6: Preparing your demo
Lesson 7: Practicing your presentation
Lesson 8: Receiving Feedback

PHASE 4 — BUILDING YOUR RESUME AND INTERVIEWING SKILLS

[~3+ hours] *Project timeline will depend on theme and nature of website, scheduling and student support needs.

In Phase 4 of the Level 1 Work Simulation, students draft their first resume including their experience in their first work-simulation. Additionally, student learn to frame their strengths, interest and skills through a professional bio. Using these new assets, students will practice scheduling an interview and completing the formal interview process for a job role they have not yet had in the Digitability program. Students develop skills that they can transfer from one role to another. Students not only develop skills that they can transfer from one role to another, but they also learn how to discuss and apply these skills to a new job role

Lesson 9: Starting your resume
Lesson 10: Drafting Your Bio
Lesson 11: Scheduling an Interview with The Executives
Lesson 12: Interviewing (and Thank you!)

LESSON 12: INTERVIEWING

WARM UP: PREPARING PRESENTATION

In this Level 1 Work-simulation, the lead classroom teacher (CEO) will also play the Job of the **Project Manager**. Each session you will have each student discuss what they did on the last session and discuss any plans or concerns for todays session. This is called a 🧍 **Stand-up**

1. **As Project Manager:** Say, *"Alright class we will be doing a stand up. A stand-up is when we all get up and say what we did in our last session."*

Ask, *"For a participation dollar, who can tell me what we did previously/yesterday on this project? Raise your hand for a participation dollar and give me on thing we did in our planning session together."*

Possible Answers:
We thought about how to solve possible problems in our project,
We started working on the website,
We prepared our demonstrations,
We practiced our presentations
We received feedback on our presentations
We started our resumes
We drafted our bios
We scheduled our interviews

+$ **2. Give immediate feedback and record Workplace Behavior earnings on the Dollar Earnings Tracker. [WS.Phase4.DollarTracker]**

Use supplemental material Yes/no Image Exchange Cards **WS.IEC.Y/N** to students. See **+$** DIFFERENTIATION below to identify supplements needed for your students.

+$
"Yes [Student]! We drafted our bios. Nice job participating and earning a dollar [Student]. Who can give another example?"

Award at least four participation dollars.

+$ DIFFERENTIATION

T1 On-topic shared verbal response

T2 Answers yes/no or points to Yes/No answer prompt with Yes/no Image Exchange Cards [WS.IEC.Y/N]

T3 Point to Yes/No answer prompt with Yes/no Image Exchange Cards OR partner with a Tier 1 student. [WS.IEC.Y/N]

Executive Team reviews the Executive Interview Questions and the scheduled interview slots for each student.

3. Say, *"Today we will prepare for upcoming interviews."*

+$ 2. Give immediate feedback and record Workplace Behavior earnings on the Dollar Earnings Tracker. [WS.Phase4.DollarTracker]

Use supplemental material Interview Thought Preparation **WS.4.12.2** and Alternative Interview Resources (IECS) **WS.4.12.IEC** to students. See **+$** DIFFERENTIATION below to identify supplements needed for your students.

> **+$**
> *"Yes [Student]! We drafted our bios. Nice job participating and earning a dollar [Student]. Who can give another example?"*

> **Award at least four participation dollars.**

+$ DIFFERENTIATION

T1 Student use Interview Thought Preparation, but interview without the worksheet in front of them. [WS.4.12.2]

T2 Students use Interview Sentence Starter and Bio Brainstorming worksheets during their interview. [WS.4.12.2]

T3 Students use Alternative Interview Resources (IECS) [WS.4.12.IEC]

Work-simulation — P1 — P2 — P3 — P4

LVL 1 WORK-SIMULATION
PHASE 4: BUILDING YOUR RESUME AND INTERVIEWING SKILLS
LESSON 12: INTERVIEWING

Phase 4 Lesson 12
Interviewing

The goal is that overtime, students internalize these speaking points and can apply them in a variety of interview experiences.

5. Each student will interview independently with an executive at their schedule spot on time and dressed appropriately for an interview. The Executives can decide what is appropriate based on school policy, uniforms and student needs.

6. After each student completes an interview, they will need to send their follow-up Thank you email/letter/call using the **Professional Thank You** [WS.4.12.3] worksheet.

LEVEL 1: INTERNET NAVIGATOR
Digitability uses technology as a hook to develop expressive
and receptive language

Level 1 Work-simulation
Planning the Website

LEVEL 1 : WORK-SIMULATION

SUPPLEMENTAL MATERIALS

Phase 4 Lesson 12
Interviewing

EXECUTIVE INTERVIEW QUESTIONS

WS.4.12.INTERVIEWQUESTION

Executive Interview Questions

-

"Hi, I'm _____, CEO of _____. Tell me a little bit about yourself."

"I see that in your previous position at _____ you
(name what they listed they did from their resume.)

What do you feel was your greatest strength in this position?"

"What skills make you a good candidate for the _____ position?

-"Why do you want to work at _____?"

"Do you have any questions for me?"

Work-simulation — P1 — P2 — P3 — P4

LVL 1 WORK-SIMULATION
PHASE 4: BUILDING YOUR RESUME AND INTERVIEWING SKILLS
LESSON 12: INTERVIEWING

Phase 4 Lesson 12
Interviewing

Phase 4 Lesson 12
Interviewing

T1 **INTERVIEW THOUGHT PREPARATION**

WS.4.12.2

Use this presentation outline, to formulate your thoughts for your interview.

Introduce yourself and briefly describe your background

Discuss your previous work experience

Identify specific skills that make you a good fit for this position

Describe problems that you experienced and how you solved them

Ask questions to interviewer pertaining to your employment there

(This is to be used in conjunction with Bio Brainstorming Worksheet.)

Phase 4 Lesson 12
Interviewing

T2 **INTERVIEW SENTENCE STARTER**
WS.4.12.2

-Thank you _____ for inviting me to interview for _____.
(Name of Interviewer)   (Position Interviewing)

*Physical Prompt: Smile, make eye contact, Shake hands

In my most recent position as _____, I learned how to
(Role)

_____ and _____.
(Action Verb)   (Action Verb)

Even though _____, I was able to overcome this by _____.
(Name Challenge)   (How You Addressed Challenge)

I know I would be a good fit to work at _____ because _____.
(Company Name) (Reasons why you can do the job well)

If I were to obtain the position, would _____.
(Ask questions, Inquire about accommodations)

Thank you very much _____. I look forward to hearing from you.
(name)
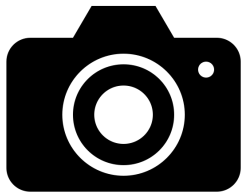
*Physical Prompt: Smile, make eye contact, shake hands

(This is to be used in conjunction with Bio Brainstorming Worksheet.)

Phase 4 Lesson 12
Interviewing
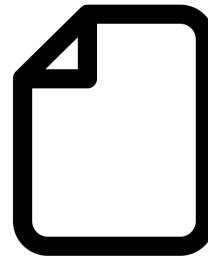
T3 ALTERNATIVE INTERVIEW RESOURCE

WS.4.12.IEC

I like to…

Take pictures

I like to…

Organize files

I like to…
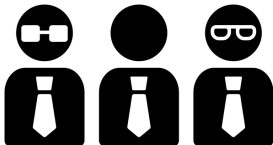
Work with others

I like to…

Work independently

Work-simulation — P1 — P2 — P3 — P4

LVL 1 WORK-SIMULATION
PHASE 4: BUILDING YOUR RESUME AND INTERVIEWING SKILLS
LESSON 12: INTERVIEWING

Phase 4 Lesson 12
Interviewing
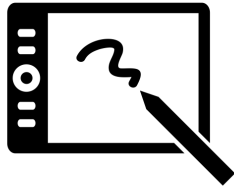
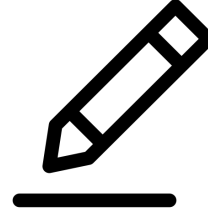I like to...

Design

I like to...

write

I like to...

Ask my coworker for help

I like to...

Contact my supervisor

Work-simulation — P1 — P2 — P3 — P4

LVL 1 WORK-SIMULATION
PHASE 4: BUILDING YOUR RESUME
AND INTERVIEWING SKILLS
LESSON 12: INTERVIEWING

Phase 4 Lesson 12
Interviewing

Phase 4 Lesson 12
Interviewing
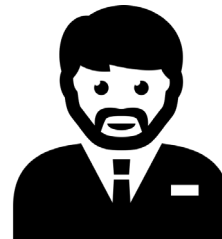
ALTERNATIVE INTERVIEW RESOURCE

WS.4.12.3

Dear _____,

Thank you so much for taking time to meet with me to discuss _____.

(Name Position)

I really appreciate how your company _____

(Name what you like about the company)

and I am sure that I can be an asset with _____.

(name something specific from interview or name what you can help with.)

I hope to hear from you soon.

Sincerely,

_____

(Name)