

# Activity Ideas from the Field: Job Interviews

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| <b>CONTACT:</b> Anne Garrett, Wilson Creek SD  |  | <b>ACTIVITY NAME:</b> Job Interviews   |
| <p><b>AUDIENCE:</b></p> <input type="checkbox"/> All Students<br><input checked="" type="checkbox"/> All GU Students<br><input type="checkbox"/> DREAMers<br><input type="checkbox"/> English Language Learners<br><input type="checkbox"/> Families<br><input type="checkbox"/> First Generation Youth<br><input type="checkbox"/> Rural Schools<br><input type="checkbox"/> Students with Disabilities<br><input type="checkbox"/> Underrepresented Minorities<br><input type="checkbox"/> Youth Experiencing Homelessness<br><input type="checkbox"/> Youth In Foster Care<br><input type="checkbox"/> Other: _____ <p><b>GRADE LEVEL:</b> 7 <input type="checkbox"/> 8 <input type="checkbox"/> 9 <input type="checkbox"/> 10 <input type="checkbox"/> 11 <input type="checkbox"/> 12 <input type="checkbox"/></p> <p>Other: _____</p> <p><b>SERVICE TYPE:</b></p> <input type="checkbox"/> College Applications<br><input type="checkbox"/> College Goal Washington<br><input type="checkbox"/> College Visits<br><input type="checkbox"/> Comprehensive Mentoring<br><input checked="" type="checkbox"/> Counseling & Advising<br><input type="checkbox"/> Educational Field Trips<br><input type="checkbox"/> Family Events<br><input type="checkbox"/> Financial Aid & Financial Literacy<br><input type="checkbox"/> Job Shadowing<br><input type="checkbox"/> Rigorous Academic Curriculum<br><input type="checkbox"/> Student & Family Orientation<br><input type="checkbox"/> Summer Programs<br><input type="checkbox"/> Tests & Test Preparation Workshop<br><input type="checkbox"/> Tutoring & Homework Assistance | <p><b>THEME:</b></p> <input type="checkbox"/> Advisories<br><input type="checkbox"/> Attendance<br><input checked="" type="checkbox"/> Career Exploration<br><input type="checkbox"/> CCSS<br><input type="checkbox"/> Collective Impact<br><input type="checkbox"/> College Bound Scholarship<br><input type="checkbox"/> College match/selection<br><input type="checkbox"/> College-Going Culture<br><input type="checkbox"/> Community College<br><input type="checkbox"/> Credit Retrieval<br><input type="checkbox"/> Dropout Prevention/ Reengagement<br><input type="checkbox"/> Early Warning Systems<br><input type="checkbox"/> Equity<br><input type="checkbox"/> Essays<br><input type="checkbox"/> Family engagement<br><input type="checkbox"/> Games<br><input type="checkbox"/> Graduation Requirements<br><input type="checkbox"/> Guest Speakers<br><input type="checkbox"/> Health/Wellness<br><input type="checkbox"/> Leadership for college readiness<br><input type="checkbox"/> Partnerships<br><input type="checkbox"/> Scholarships<br><input type="checkbox"/> Social & Emotional Learning<br><input type="checkbox"/> STEM<br><input type="checkbox"/> Supporting undocumented students<br><input type="checkbox"/> Test preparation<br><input type="checkbox"/> Transitions<br><input type="checkbox"/> Using data and evaluation<br><input type="checkbox"/> Working in rural schools<br>Other: _____ | <p><b>GOAL:</b> Job Interviews</p> <p><b>ACTIVITY OVERVIEW:</b> All 7th through 12th grade students prepare a resume, cover letter, typed job application and hand written application.</p> <p><b>PREP TIME:</b> Through the years, most students have a resume, cover letter and job applications. They just need to update.</p> <p><b>MATERIALS NEEDED:</b> Tables, chairs, community members (judges &amp; receptionist), water, pencils and lunch.</p> <p><b>COST:</b> Lunch and water.</p> <p><b>PROCEDURE:</b></p> <ol style="list-style-type: none"> <li>1. Students prepare ahead of time a resume, cover letter, typed job application and hand written application for an entry-level position of their choice. These are sent to the judges two weeks before the interviews so that the community members have an opportunity to look over their paperwork.</li> <li>2. On interview day, students arrive dressed in professional attire and check in for their interview. We provide a receptionist.</li> <li>3. At their assigned time they introduce themselves to the interviewers (usually two), wait to be seated and begin the interview process.</li> <li>4. After the interview they go to a classroom and immediately write thank you letters. They return to the receptionist, check in and wait for the debriefing interview.</li> <li>5. At the debriefing, they are given feedback as to their paperwork, what they could improve on as well as what their strengths were.</li> <li>6. Excellent match activity.</li> </ol> |



**WE REALLY DO HAVE A SCHOOL!**



# WILSON CREEK SCHOOL DISTRICT



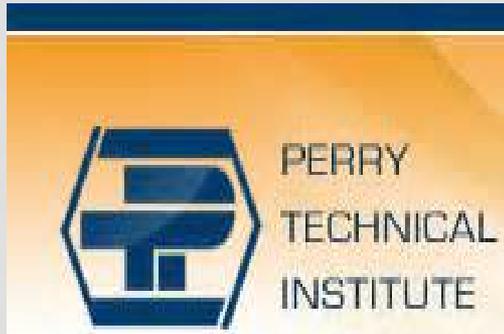
# BEST WORKS



# CPR/FIRST AID



# COLLEGE VISITS



# WOMEN IN ENGINEERING DAY



# PERRY TECHNICAL INSTITUTE



# CENTRAL WASHINGTON UNIVERSITY



# GOVERNOR'S MANSION



# CAPITAL TOUR



# SMALL TOWN JOB & CAREER FAIR



# SPEED JOBBING



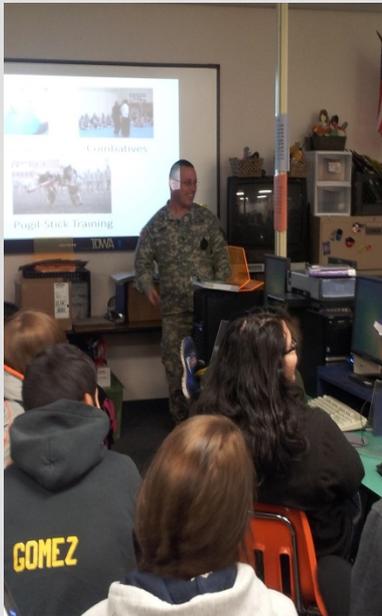
# PIZZA, POP & POWER TOOLS



# GUEST SPEAKERS

- Brandon Foote
- Northwest College of Art
- Joshua Bergman, WSECU
- SSG Morris

# GUEST SPEAKERS



# TESTING

- ASVAB
- PSAT
- SAT
- ACT
- EXPLORE
- PLAN
- BBCC College Placement/Compass

**OUR BEST WORKS**

# JOB INTERVIEW

- Resume
- Cover Letter
- Hand Written Job Application
- Typed Job Application
- Check in with Receptionist
- Job Interview
- Thank you letter
- Debriefing

# JOB INTERVIEWS



# WILSON CREEK GEAR UP

