

Integrated Lesson Plan

Instructor: Bill Doult

Program: Masonry

Unit: Job Skills

Lesson Title: Preparing for a Job interview

Terminal Objective: After the instructors lecture on job interviews, the student will prepare the information needed for a job interview with the information being 100% correct. This knowledge will be applied in a mock interview with a panel of students.

Enabling Objectives:

1. The student will research and gather personal and job related information.
2. The student will contact know reputable and previous employers for reference material.
3. The student will write the information gathered on a job application with 100% accuracy.
4. The student will learn how to properly speak and dress for the interview.
5. The student will present and answer questions at a mock interview with fellow students.

Related PA Academic Standards:

Reading, Writing, Speaking and Listening

- # 1.2.11.A Read and understand essential content of informational content
- # 1.5.11.F. Edit writing using the conventions of language
- # 1.6.C. Speak using skills appropriate to formal speech situations
- # 1.6.D. Contribute to discussions
- # 1.8.11.B. Locate information using appropriate sources and strategies

Introduction: (Time 2-3 minutes) This lesson will prepare you for a job interview

1. You will know what information is necessary for the interview including references and past job history with dates.
2. You will learn how to speak and dress properly.
3. You will learn how to conduct yourself in an interview and what questions you should ask.

Body/Main Content: (Time 10-15 minutes)

1. Know the proper information
 - A. Your address
 - B. Phone number

Body Continued

- C. Social Security Number
 - D. Education
 - E. Medical information
 - F. Employment experience
 - G. References
2. Know how to dress and speak for the interview
 - A. Wear proper cloths

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- B. Bath and be clean shaved
 - C. Speak clearly
 - D. Make good eye contact
 - E. Sound convincing
 - F. Answer all questions with accuracy
4. Questions to ask and when to ask them in the interview
- A. What are my job duties?
 - B. What are the hours?
 - C. What is the starting wage?
 - D. What are the benefits?

Summary: (Time 2-3 minutes)

- 1. Be organized by having all your information
 - A. Complete reference information
 - B. Complete job history
- 2. Be properly dressed and bathed
- 3. Know how and when to ask questions
- 4. Speak clearly and answer all questions correctly and accurately

Materials Needed:

- 1. Job application from teacher
- 2. Previous employment history
- 3. Previous school history
- 4. Personal reference information
- 5. Medical information