

SPREADSHEET LESSON PLAN

Unit: Interviewing Skills

Subject: Any Business Course

Grade Level: 9-12

Objective: After teacher instruction and several mock interviews, students will be able to successfully complete an entry level job interview scoring 80% or higher.

Materials Needed: Videos on the do's and don'ts of job interviewing, internet sources, blank job applications, Guest speakers (chamber or industry human resource managers), panel of judges for entry level job interview (chamber or industry human resource managers)

This entire unit will deal with the entire "getting a job" process. Students will learn everything from how to correctly complete a job application to how to dress. The unit will culminate with the student applying all of the skills learned to date in order to ultimately be awarded a job (All student interviews will be scored but only one student will be awarded the job).

This lesson is perfect for underclassmen and seniors alike. For underclassmen, it brings their attention to exactly what it is that they need to be working on in order to become more marketable. For seniors, they come to understand that the market is very competitive and every advantage you can create is important.