

UTAH 4-H



Career Readiness Workshops



Acing the Interview

Developed by:

Barbie Pearson, Sevier County 4-H Extension
Craig Dart, 4-H Extension Youth Programs
Kelsey Romney, 4-H Extension Youth Programs



Interviewing Skills

Introduction



Interview skills are key to achieving employment and obtaining scholarships. Learning how to present themselves in a professional manner, and communicate previous experience effectively will help youth achieve their goals. First impressions can make-or-break whether a person is selected for the position or scholarship. This workshop is designed to teach youth how to make a positive first impression, regardless of what they are applying for.

Supplies

- Handshake cards printed and cut
- Body language cards
- Chairs and tables for the attendees
- Video recording devices – can be personal cell phones/ipads if needed
- Printed list of interview questions for activity 3

Activity One: Handshakes



Explain to the group that how a person shakes another's hand can communicate volumes without a single word. A handshake should be proof of a person's enthusiasm, confidence, and their social awareness. Pass out the cards to each person in the group. Give them 2 minutes to mingle and introduce themselves to several people in the room, shaking hands in the way their card explains. When the time is up, ask a person with each type of card to read their description. As each person explains the different type of handshakes, ask others to see if they can remember which people they "met" who also had those cards.

Wrap Up



1. How did you feel when someone with a _____ card shook your hand? Would you have hired that person?
2. What did you think about the person who shook your hand with a _____ card?
3. How did you feel as the person with a _____ card as you shook hands? Did you feel like it could set the tone for the remainder of the interview?
4. With the current Covid 19 pandemic situation, how should you safely greet people?
5. What does non physical greetings convey to the person you are meeting?

Tips for Non-Physical Greetings

From: <https://www.townandcountrymag.com/society/a32129875/handshake-alternatives-etiquette-coronavirus/>

“Meier has come up with two creative alternatives that she believes could become widely accepted. The first she calls the “Stop, Drop, and Nod,” a method of greeting that involves holding your hands behind your back and giving a single nod of your head with a smile. Her second option—the “Grasp and Greet”—is done by clasping your hands in front of you and nodding your head once while saying hello.”

Activity One: Zoom Adaption



Showing up to an interview online can be daunting with so many unknowns. Applicants may be wondering: “Will my equipment work? Is the lighting, right? Is my positioning okay?” Help the group understand the best way to make a first impression by having everyone act how the cards on your shared screen read. This is a great icebreaker, and a way for youth to see many examples at once. Instruct the group to stop when your screen changes, so you can move to the next example.

1. “Can you hear me now?” Pretend you are having some type of technical difficulty.
Explain that there are video conferencing platforms where anyone can test their equipment before the interview such as Google Hangouts, Face Time, or Zoom.
2. “Way Too Interested” Position yourself to where you think you are too close to the camera.
Show the right place to be for an interview in the computer’s camera. The picture should be at a good angle from your waist up when you are sitting.
3. “Ol’ Yeller” / “The Humble Mumbler” Talk way too loudly, or way too quietly into your mic.
This is another skill to practice. It can be hard to gauge your vocal volume while you are aren’t in the same room as others. Make sure you practice and test your sound before the interview.

Wrap Up



1. How did you feel when someone with a _____ card tried to communicate? Would you have hired that person?
2. What did you think about the person who spoke to you with a _____ card?
3. How did you feel as the person with a _____ card as you tried to present? Did you feel like it could set the tone for the remainder of the interview?
4. What does non physical greetings convey to the person you are meeting?



Activity Two: Self Presentation

Talk to the group about how body language can convey as much as how they answer interview questions verbally. In this exercise, you will need to select five people who will each role play assigned moods through their body language as the facilitator asks general interviewing questions. Hand each of the body language cards out to 5 volunteers from the group. Give them a moment to get into character, then ask them to come in front of the group to answer 2-3 interview questions. Keep the interview questions fun and easy to answer, for example:

- “Tell me why you are interested in becoming a ____ (zookeeper, rocket scientist, math teacher, veterinarian, doctor, etc.)”
- “Where do you see yourself in 5 years?”
- “Why do you think it is important to have a good work ethic?”
- “Do you have a record of showing up on time to work?”
- “Why should we consider you for this job?”

Body language cards:

- Uninterested
- Airheaded
- Over Excited
- Too Cool for School
- Shy or Afraid

Discussion Questions - Ask after each role-playing scenario

Ask the group to guess what the person being interviewed is acting like. Talk to them about why the person looks that way, and what they would think as a potential employer. Would they hire the applicant? Then ask the person who had been acting how it made them feel. Did they feel like they would get the job? Has anyone ever had these feelings in a new or awkward situation? What did they do to hide those feelings? What did they wish they had done differently?





Activity Two: Self Presentation (Continued)



Next, talk about how each part of a person's appearance should be portrayed. Ask for a few more volunteers to come sit in front of the group, and face each other to display the right body language. Have each person model the behaviors that the facilitator reads aloud:

1. **Eye Contact:** Make an appropriate amount of eye contact. Don't stare people down awkwardly, or stare at your feet. Smile politely and look the interviewer in the eye to be sure they know you are interested and paying attention. Look to others in the room as you are answering each question.
2. **Body posture:** Sit up comfortably straight, and be sure your shoulders are squarely facing each person you are speaking to, in order to show respect for each person you are greeting.
3. **Hands & Feet:** Your hands can move while you speak, but while at rest the should be calmly set in your lap or casually crossed near the edge of the table. Don't fidget with anything such as your resume or a pen so that it doesn't appear that you are uncomfortable or hiding something. Your feet should be still and on the ground. You can cross the bottom half of your legs to feel more comfortable if needed. If you are standing, try to turn your feet toward the person you are speaking with, so they know you are interested in the conversation.
4. **Confidence not arrogance:** There is a big difference between having confidence and coming off as arrogant. Practice having confidence that is warm and makes people want to talk with you more. People who portray confidence are welcoming, and kind, while being sure of their answers. Make sure portray these characteristics through your posture, without acting like you are above anyone or the position you are interviewing for.

Activity Three: Do' and Don'ts of Interviews



Explain that there are many more elements to being a good interviewer such as:

- Dressing for Success: knowing the difference between casual, business casual, and professional appearances.
- Preparing for the interview: Researching the position, the organization, and knowing what questions they may ask.
- Answering questions: Learning to be candid and competent.

For this exercise, we will focus on the last element: answering questions in a candid and competent manner. Youth should try to incorporate the handshake and body language lessons we have already discussed. Ask each person to partner with someone in the room. They will then practice interviewing and recording each other to discuss how they can improve, and self-evaluate their video. Ask the groups to decide who is going to be the applicant first, and ask the interviewer to record their responses. The exercise should start with a handshake, then interviewers should ask the following questions:

1. Tell me a little about yourself and your personal interests.
2. What do you think is the most important characteristic an employee can have?
3. How does this position align with your personal goals?
4. Why should we select you for this job?

Ask the interviewer to share with the applicant one thing they felt they did really well, and one thing they thought they could improve upon. Then allow the applicant to watch their video back for a self-assessment. Switch roles, and repeat the exercise.

Discussion Questions - Ask after each role-playing scenario



1. What did you learn about yourself in an interview session that was surprising?
2. What do you think you will do differently in an interview based on what you learned from this lesson?
3. What was the most challenging thing you faced as the interviewer and as the applicant?
4. Would you hire yourself based on this interview? Why or why not?

For more resources about how to improve your interview skills, visit:
<https://career-services.usu.edu/students/interviews>

Handshake Cards

THE DEAD FISH

THIS HANDSHAKE HAS NO ENERGY, THERE IS NO SHAKE, NO SQUEEZE, NOT EVEN A PINCH, AND IT GIVES THE FEELING YOU ARE HOLDING A DEAD FISH INSTEAD OF A HAND.



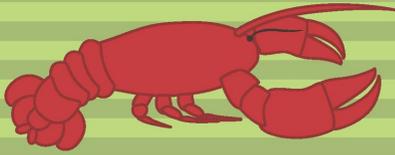
THE BOARD

THIS HANDSHAKE IS GOING IN STIFF AS BOARD, HAVING LITTLE TO NO FEEL, AND USUALLY ONLY GRABBING THE FINGERS.



LOBSTER CLAW

LIKE THE CLAW OF A LOBSTER, THE OTHER PERSON'S THUMB AND FINGERS TOUCH THE PALM OF YOUR HAND.



THE POLITICIAN

USUALLY SEEN AMONG POLITICIANS, THIS TYPE OF HANDSHAKE IS GOING IN WITH TWO HANDS AND HOLDING THE OTHERS HAND, AS IF YOU WERE COMFORTING THEM.



THE BONE CRUSHER

THIS FORM OF SQUEEZING YOUR HAND UNTIL YOU CRINGE IS CLEARLY DESIGNED TO INTIMIDATE YOU AND VERY UNCOMFORTABLE.



THE PUSH AND PULL

WHILE THIS PERSON SHAKES YOUR HAND, SHE EXTENDS HER ARM SO THAT YOU CAN'T GET CLOSE TO THEM.



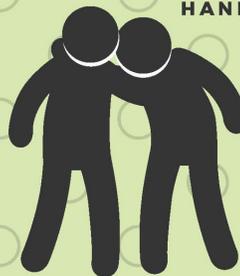
THE PRO

THE PRO, KNOWS HOW TO PROPERLY GIVE A FIRM HAND SHAKE WITH EYE CONTACT AND CONFIDENCE.



THE BRO SHAKE

THE SAME WAY YOU WOULD GREET YOUR "BROS", THIS HANDSHAKE IS CAUSAL AND RANDOM AT TIMES.



Body Language Cards

UNINTERESTED



AIRHEADED



OVER
EXCITED



TOO COOL
FOR SCHOOL



SHY OR AFRIAD

