

GEAR UP ACTIVITY IDEA

JOB INTERVIEWS



Objective

The goal of this activity is for students to prepare a resume, cover letter, typed job application, and hand-written application, and then participate in a simulated job interview process. This process includes checking in with a receptionist, having the interview, writing thank-you letters, and a debriefing session.

Procedure	This activity is designed for all GEAR UP students in grades 7 through 12 with a primary theme of Career Exploration. The overall goal is to conduct job interviews. It is categorized as a Counseling & Advising service type and is considered an excellent match activity.	
	<p>Preparation Steps (Ahead of Time)</p> <ol style="list-style-type: none"> Student Document Preparation: <ul style="list-style-type: none"> Students need to prepare a resume, cover letter, typed job application, and hand-written application for an entry-level position of their choice. For many students, these documents may already exist from previous years and need to be updated. Document Submission: <ul style="list-style-type: none"> These prepared documents (resume, cover letter, typed application, hand-written application) should be sent to the judges two weeks before the interview day. This allows community members (judges) to review the paperwork in advance. Materials & Personnel Arrangement: <ul style="list-style-type: none"> Arrange for necessary materials such as tables, chairs, water, and pencils. Secure community members to serve as judges and a receptionist. Plan for lunch for participants. <p>Procedure (On Interview Day)</p> <ol style="list-style-type: none"> Arrival and Professional Attire: <ul style="list-style-type: none"> Students arrive dressed in professional attire. They then check in for their interview with the provided receptionist. The Interview Process: <ul style="list-style-type: none"> At their assigned time, students introduce themselves to the interviewers (typically two interviewers). 	Themes
		- Career Exploration - Counseling & Advising
		Audience
		All GU students
		Grade Level(s)
		7-12
		Cost
		Food and refreshments
		Required Materials
		- Tables - Chairs - Community members (to act as judges and a receptionist) - Water - Pencils - Lunch
		Prep Time
		Time is needed for students, partners, and GU staff to prepare.
		Additional Notes
		Contributed by Wilson Creek HS.

	<ul style="list-style-type: none"> ○ Students then wait to be seated and begin the interview process. <p>3. Writing Thank You Letters:</p> <ul style="list-style-type: none"> ○ Immediately after their interview, students proceed to a classroom to write thank-you letters. <p>4. Check-in for Debriefing:</p> <ul style="list-style-type: none"> ○ After writing their thank-you letters, students return to the receptionist, check in again, and wait for their debriefing interview. <p>5. Debriefing Interview:</p> <ul style="list-style-type: none"> ○ During the debriefing, students receive feedback on their paperwork (resume, cover letter, applications). ○ They are also given constructive feedback on what they could improve on and their strengths. <p>This comprehensive procedure covers the entire job interview activity from preparation to debriefing, ensuring students gain valuable experience in the job application and interview process.</p>	
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