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November 13, 2009

Greetings Tiffany,

First let me personally thank you for agreeing to participate in Manson High School's "Mock Interviews" scheduled for the week of April 12. The actual interviews will be held on April 13, 14 and 16 and I will provide you with plenty of information and support.

The Mock Interview program is part of Manson's Career Choices class, which is required for all seniors. This year Manson plans to graduate 45 seniors in June. With the dramatic down turn in our economy the Career Choice's program and specifically the Mock Interviews will give our students an advantage in their job search. Your efforts will enrich the lives of our Manson seniors...I thank you!

This packet of information will give you a better understanding of what will be expected of our students and what's your role and responsibility in the project.

Students will select one of several jobs posted for this interview period. They will receive information regarding the specific job, your organization and a little about yourself. Students will also receive the "Ten Questions" that are frequently asked during an interview (included in your packet). I ask you to choose your interview questions from the ten. The student packet includes additional tips in the interviewing process, providing them with tools to be successful.

You, the interviewer will be supplied with a "Professional Development Portfolio Rubric" and a "Student Assessment" form. These will be your main tools in evaluating students. Later, Ms. Koth, Manson High School Language Arts teacher will review your assessment with each student.

Again thank you for agreeing to participate and I hope you find this a rewarding experience and something you will consider next year.

Best regards,

Norman Manly  
Community Volunteer