

MANSON HIGH SCHOOL  
Mock Interview Project  
Project Overview and Timeline

The Manson High School Mock Interview project is a key ingredient in the Career Choices class, a requirement for all seniors. Learning to interview well is a life skill that will help students succeed in life, not just secure employment. The purpose of this project is to give students tools that can lead to a successful job interview and educate students on the importance of preparation.

Jennifer Koth, Manson Language Arts teacher will take the lead on this project with assistance from Kevin Amsden, Vocational Arts, Agriculture and Leadership teacher and community volunteer, Norm Manly who will work as a liaison between the school and local community.

The Mock Interview project begins November 1, 2009 and culminates with three days of interviews on April 13, 14 and 16, 2010.

- November 1 through December 31, 2009 - Norm selects local business partners to participate in Mock Interviews in April 2010. Norm will secure job descriptions, applications, interviewer bio and distribute Interviewer's Guide.
- January 6, 2010 – Norm will make a Mock Interview project presentation to entire senior class. All seniors meet in library.
- January 7, 2010 – Norm to distribute Mock Interview Student Guide and job descriptions. Students choose a job to apply for by January 13. All seniors meet in library.
- January 12, 2010 – Jennifer will interview Norm. All seniors meet in library and be prepared to take notes. A critique of interview will follow.
- January 13, 2010 – Students identify job they have chosen. Norm will help students re-write resume and cover letter for specific job. Students complete job application. Half of seniors meet in library.
- January 14, 2010 – Students identify job they have chosen. Norm will help students re-write resume and cover letter for specific job. Students complete job application. Half of seniors meet in library.
- January 19 – 21, 2010 – Norm available in library to assist students with Mock Interview project.

- January 22, 2010 – Norm will email interviewer bringing them up to speed on progress of students and reminding them of their commitment in April. If possible try to secure best date for each Interviewer to come to Manson High.
- March 10, 2010 – Jennifer to set interview schedule. Students sign up for a date and time for their interview. Jennifer to check on progress of student's two-minute bio and their answers to the ten questions.
- March 17, 2010 – Jennifer to contact via email, snail mail or phone all interviewers. Give them a list of students and schedule for their chosen date. Answer any questions they may have.
- April 7, 2010 – Jennifer to contact all interviewers with their last reminder and room assignment. Answer any questions. Jennifer to check that students have their "Professional Portfolio" ready to go. Remind students to choose clothes they will wear the day of their interview. Review the first few seconds of the interview.....firm handshake, good eye contact, confident body language, etc.
- April 13, 14 and 16 – Jennifer and helpers to have coffee and treats available for interviewers. See if Heidi Neal will come to school, take pictures and write a story. She can interview the interviewers. Met and greet all interviewers and when possible introduce to Principal and walk them to their rooms (be sure this space is clean and liter free). These folks are taking time out of their busy day and we must make them welcome. Try to meet with each student prior to them knocking on door for interview. Go over key points.....firm handshake, eye contact, body language, etc. Attempt to walk interviewers to the exit when their day is complete. Thank them for their participation.
- April 21, 2010 – Students to mail out thank you letters to the individual that interview them.
- May 12, 2010 – Norm meets with all seniors for a critique of the Mock Interview project. How can we make it better for next year's class?
- Remainder of school year – Norm available to work one on one with students preparing for a job search for summer employment.