

# Mentor Guide

## 2019-20



Session 4: March 29th  
Sophomores/Juniors

# Session 4 - 10/11th Grade:

## Career Prep/Mock Interviews

### OBJECTIVES FOR TODAY:

- To discuss potential careers paths or job interests and give some advice on securing and succeeding in an interview.
- To practice their interviewing and resume-writing skills so that they can be better prepared for summer jobs, internship programs, and/or entry-level positions in industry

### TODAY'S CHECKLIST:

- ☐ Checking in and catching up:) - 5 minutes
- ☐ Career discussion and Interview tips - 30 minutes
- ☐ Mock Interviews (2 rounds 20 minutes each) - 40 minutes
- ☐ Debrief with mentee - 15 minutes

### ADDITIONAL INFO:

I hope that you and your mentor have a great time together at our fourth session. Although it has been fast paced, I hope you have felt that you had a meaningful and productive time in our program this year. This last session is centered around prepping for, participating in, and debriefing on the mock interviews.

#### Part 1: Career/Interview Prep

You have the opportunity to discuss potential careers paths or job interests and give some advice on securing and succeeding in an interview. You will have four steps to work through over 30 minutes:

1. Mentee Interviews You - Top 5 Tips for Success
2. How to Secure an Interview: Tips for Interview Etiquette
3. Evaluating a Career Choice (for students who think they have their minds made up about a future career)
4. Practice Interview Questions

#### Part 2: Mock Interview Round Robin

This activity will consist of 2– 20 minute interviews with 2 different students (not your mentee). In the packet you will find a list of “Mock Interview Questions.” As is noted at the top of that page you can use these questions as a guide, but feel free to improvise if it seems appropriate. In the long run it may be more enjoyable for all involved if different questions are asked during each round of mock interviews. Each mock interview session will be 20 minutes. 10 minutes for interview questions/answers and 10 minutes to recap the interview and for the mentor to give feedback both

verbally and on the feedback form. Students will bring an Interview Evaluation Form to each interview. Please try your best to give them written feedback so they can review your notes with their mentor at the end of our morning.

### **Part 3: Recap Mock Interviews**

The last 15 minutes of our morning will be spent with your original mentee. Please take this time to review the feedback the student received from their interviewers. Compile a list on the included paper in the packet of both the aspects of the interview that the students did well on and aspects of the interview process the student needs to improve on.

## **Catching Up :)**

Even though I am sure that no one will need these conversation starters, I have included them just in case. You and your mentee should spend the first five minutes or so catching up from the last session. You can also use this time to check in on some of the visioning goals that you and your mentee set in the last session.

Topics for Conversation:

- Did you do anything fun over the mid-winter break?
- Are you working on any fun/interesting projects in any of your classes?
- Have you seen any good movies recently?
- How are classes/grades currently?
- Check in on family
- How are things going with friends at school
- Any other things that you can think of

# Activity #1: Career/Interview Prep

## Step 1: Mentee/Mentor Interview - Top 5 Steps to Success

Students will get a chance to interview you (the mentor) about the Top 5 Steps you have taken to be successful. This will provide an opportunity for your mentee to get to know you better while further developing their communication skills. To support the interview, I have included the following questions for students to ask that will help you portray your life, however, as you get responses, work to think of other questions you have.

- What steps have you taken in your life that have helped you to be successful?
- What did you do after high school? More school? Training? Experience?
  - How did that support your success?
- What was your first job?
  - What did you learn from that experience?
  - Are you still in the same career as that first job? If so, what kept you there? If not, what caused you to change careers?
- What were the next steps that you took to build your career? Describe some of the key moves that you made to be successful.
- What risks have you taken in your career? Did they turn out the way you had hoped?
- How would you describe your work ethic over the years? Is it the same today?
- How did you become interested in your career?
  - Did you even know about this career in high school?
  - Is it what you originally thought it would be?
  - Would you recommend this career to a young person today?
  - Describe the pros and cons of this career.
- What are the growth opportunities in your field?
- What does a typical day look like for you from start to finish? How do you balance your time between work and personal commitments?
- What are the typical salaries in this field and are benefits offered? Can you describe what the benefits are offered by the company?
- What skills or minimum eligibility requirements would I need in order to successfully apply for a job at a company like yours? (if applicable)

Notes:

## Step 2: How to Secure an Interview

The following option give you a chance to give your mentee some advice on their upcoming mock interviews. The focus is on interview etiquette and how to prepare for the interview. Please feel free to share some of your own experience with interviewing for jobs.

### INTERVIEW ETIQUETTE:

During the interview, countless moments will come up when etiquette is required. Some important characteristics to consider when interviewing include but are certainly not limited to the following. Feel free to use the tips below but please also discuss some of your interview experience as well.

- Ability to Formulate Answers – Be sure to develop clear ideas, complete sentences and announce, as well as animate, your language. An interviewer shouldn't have to ask you to repeat yourself, or wonder if they heard you right.
- Eye Contact - Look the interviewer in the eye (don't hold for too long:)). It's a trusting gesture to which people always respond positively.
- Body Language - Use engaging, non-threatening body language. Good posture alone can convey your interest in being there, while slouching can convey disrespect and indifference.
- Appearance – Be well groomed, dress appropriately, do not chew gum, do not have headphones on or visible.
- Listening Skills - The most direct benefit of careful, attentive listening is that you get to hear exactly what the question or comment is.
- Enthusiasm – show interest in the position you have applied for. Give the interviewer a firm handshake and a smile at the beginning of the interview.

### JOB INTERVIEW TIPS:

An interview gives you the opportunity to showcase your qualifications to an employer, so it pays to be well prepared. The following information provides some helpful hints.

#### Preparation:

- Learn about the organization.
- Have a specific job or jobs in mind.
- Review your qualifications for the job.
- Be ready to briefly describe your experience, showing how it relates to the job.
- Be ready to answer broad questions, such as "Why should I hire you?" "Why do you want this job?" "What are your strengths and weaknesses?"
- Practice an interview with a friend or relative.

#### The interview:

- Be early.
- Learn the name of your interviewer and greet him or her with a firm handshake.
- Use good manners with everyone you meet.
- Relax and answer each question concisely.
- Use proper English—avoid slang.

- Be cooperative and enthusiastic.
- Use body language to show interest—use eye contact and don't slouch.
- **Ask questions about the position and the organization, but avoid questions whose answers can easily be found on the company Website.**
- Also avoid asking questions about salary and benefits unless a job offer is made.
- Thank the interviewer when you leave and shake hands.
- Send a short thank you note.

Information to bring to an interview:

- Resume or application. Although not all employers require a resume, you should
- be able to give the interviewer information about your education, training, and previous employment.
- References. Employers typically require three references. Get permission before using anyone as a reference. Make sure that they will give you a good reference. Try to avoid using relatives as references.
- Transcripts. Employers may require an official copy of transcripts to verify grades, coursework, dates of attendance, and highest grade completed or degree awarded.

### Step 3: Evaluating Your Career Choice

Your mentee might already have an idea of what they want to do for a career. While this may change with time, this exercise may be valuable for students that are confident in their choice right now. This worksheet will help students determine their level of knowledge regarding their chosen career as well as evaluate their choice. Ask your student to write down his/her chosen career on the line below. Have your student then describe each of the items below insofar as they pertain to his/her career field.

**A Career Interest of Mine Is:** \_\_\_\_\_

What skills are needed for the job?	
How does this career fit with my personal values?	
How does this career match my interests?	
Why is my work style right for this career?	
How does my personality suit this career?	
What Salary can I expect to earn?	
What is the job outlook?	
What is the job security?	
What would this work environment be like?	

### Step 4: Practice Interview Questions

There is a sheet of interview questions that you may use for the mock interviews. If you have additional time please feel free to use this sheet to prepare your mentee for their mock interviews with other mentors.

## Activity #2: Mock Interview Round Robin

### Menlo-Atherton Academy: Mock Interview Questions

Please feel free to use the following questions when participating in the mock-interview round robin. Do not feel limited to the questions listed below.

- **Character:**

- What are your greatest strengths?
- What are your greatest weaknesses?
- Give three words that best describe you.
- How would your best friend describe you?
- Describe a mistake you made and what you learned.
- What is a major struggle that you have faced and how did you overcome it?

- **Prior Experience:**

- Tell me about your last job?
- What did you like best about your last job?
- What did you like least about your last job?
- How would your last boss describe you?

- **Job Specific Questions:**

- Do you have the skills/qualifications necessary to do the job?
- What are your motivations for seeking employment with us?
- How has your high school experience prepared you for this job?
- Will you fit into our company?
- What kind of salary do you think you are worth?

- **Describe your experience with any of the following:**

- LEADERSHIP TEAMWORK ORGANIZATION

- **General:**

- What kind of people do you like to work with?
- What kind of supervisor motivates you?
- Which is more important to you, the money or the type of job?
- How do you work under pressure?
- What are your one-, five-, and ten-year goals?
- If you were going to hire someone, what qualities would you look for in an employee?



## Activity #3: Mock Interview Debrief

Please return to your Mentor and discuss how your interviews went. Use the information from your Interview Evaluation Form to guide you. If the information is lacking then feel free to discuss how you think each of them went and why. Please add any other tips/feedback to the form.