

Instructional Scenario

Preparing for an Interview



Course/Duty Area: Information Technology Fundamentals/Using Digital Applications

Scenario:

You have been asked by your FBLA adviser to create a presentation on *Preparing for an Interview* to be presented at the next member meeting. You have previously learned about interviewing and have even taken part in a successful interview, so you have some experience.

Big Question:

Why is it important to prepare for an interview, and how should one prepare for an interview?

Focused Questions:

- Why should you prepare for an interview?
- What should you do before the interview?
- What should you do the day of the interview?
- What should you do during the interview?
- What should you do after the interview?

Student Project or Outcome:

- Students will create a presentation about interview preparation. The presentation will contain answers to the focused questions above.
- The presentation will apply elements and principles of design that include contrasting colors for readability; consistency in font and color schemes; use of photos; slide animation and transition; limited text (7 x 7 rule).

Project-Based Assessment:

Refer to attached rubric for grading criteria.

Teacher Resources:

[11 Job Interview Tips for Teens, Indeed](#)

[How to Prepare for Your First Job Interview in High School, Upchieve](#)

[Teen Job Interview Questions, Answers, and Tips, The Balance Money](#)

Scenario submitted by Cindy Forse, Prince George High School, Prince George County Public Schools

Preparing for an Interview Presentation Rubric

CRITERIA	POINTS POSSIBLE	POINTS AWARDED
Included a <u>minimum</u> of ten (10) slides	10	
Followed 7x7 rule	20	
Used appropriate contrasting font & background colors	20	
Maintained consistency in font and color schemes	20	
Used photos, applying appropriate styles	15	
Included animations/transitions on each slide	15	
TOTAL	100	