

CCRS Final Project: Community Interview

Student Name:

Teacher/Period:

Task: Students will complete an interview and submit/upload their final resume and cover letter to the task in Naviance.

Grading Criteria: Final Interview Feedback Form

Complete the following prior to your interview:

- ☐ Upload Final Resume to task in Naviance
- ☐ Upload Final Cover Letter to task in Naviance
- ☐ Complete a mock interview in class

Complete the following after your completed interview:

- ☐ Complete Job Interview Reflection in Naviance

| Interview Option #1 | Interview Option #2 |
|---|--|
| <ul style="list-style-type: none">• Complete a mock interview in CCRS class• Upload Final Resume to task in Naviance• Upload Final Cover letter to task in Naviance• Participate in Zoom interview during finals week with Everett Public Schools/High School staff member• Complete Job Interview Reflection in Naviance | <ul style="list-style-type: none">• Complete a mock interview in CCRS class• Upload Final Resume to task in Naviance• Upload Final Cover letter to task in Naviance• Self-recorded video of complete interview• Submit link to video in Canvas• Complete Job Interview Reflection in Naviance |

Please indicate which option you plan to complete:

- ☐ I choose Interview Option #1 for my CCRS Final Project
- ☐ I choose Interview Option #2 for my CCRS Final Project

Job Applicant: Interviewer: **FINAL INTERVIEW FEEDBACK FORM**

| Interview Preparation | | | |
|---|---------------|-----------------|---------------|
| FIRST IMPRESSIONS - Appearance, Body Language and Poise | Yes! | Almost there... | No |
| Student gives an appropriate handshake (if in person) and greeting (in person and online) | | | |
| Applicant is well dressed, and their appearance is appropriate for an interview | | | |
| Applicant sits in chair; has good posture; forward lean and strong eye contact | | | |
| Maintains poise; does not shift or fidget excessively | | | |
| COMMENTS: | Total: | Total: | Total: |

| RESUME EVALUATION | Yes! | Almost there... | No |
|---|---------------|-----------------|---------------|
| Uncluttered and easy to read | | | |
| Consistent formatting used throughout | | | |
| Polished, professional, and error-free | | | |
| Provides and articulates relevant job-related skills, abilities and experiences | | | |
| COMMENTS: | Total: | Total: | Total: |

| COVER LETTER EVALUATION | Yes! | Almost there... | No |
|--|---------------|-----------------|---------------|
| Introduces self and highlights interest in the job | | | |
| Briefly highlights relevant skills that make them a strong candidate for the job | | | |
| Provides contact information and requests an interview | | | |
| Cover letter is professional, polished, and error-free | | | |
| COMMENTS: | Total: | Total: | Total: |

| INTERVIEW CONTENT AND DELIVERY | Yes! | Almost there... | No |
|---|---------------|-----------------|---------------|
| Applicant responds with appropriate, organized, and well-thought-out answers; utilizes the STAR method of stating the situation, task, action, and result in responses | | | |
| Examples and experiences discussed are professional and not overly personal | | | |
| Applicant speaks with clear, confident voice and warm personality | | | |
| Applicant thanks the interviewer by name and provides a closing handshake (if in person) | | | |
| COMMENTS: | Total: | Total: | Total: |

| | |
|---|------------------|
| Interview Questions: Please ask the students a minimum of three of these questions below | |
| <p>Please score answers provided on the following 1-4 scale and total your score at the end.</p> <p>1 = response is too vague, or student does not attempt to answer</p> <p>2 = answer is attempted, but student is missing key components of the question or response may lack professionalism, poise, or completeness</p> <p>3 = a solid, professional answer is provided including details and/or elaboration</p> <p>4 = student provides a specific situation/context, task to be accomplished, their action/skills, and the results of the situation in a thoughtful, reflective way that highlights their strengths.</p> | |
| Question: | Score 1-4 |
| Tell me about yourself (30 second elevator pitch) | |
| Tell me about a successful team you were on. What did you do to contribute to the team? | |
| What are some of your strengths when working with people? Tell me about the last time you used one of those strengths to resolve a conflict. | |
| Tell me about the most innovative, creative, or successful project that you have you worked on. | |
| Tell me about a challenge you have faced and how you resolved it. | |
| Give an example of a time when you set a goal and were able to meet or achieve it. | |
| Describe an experience in which you utilized your leadership abilities. | |
| What was the most difficult work or school decision you had to make in the last year? Why was it so difficult? How did you make your decision? | |
| What has been your greatest accomplishment? | |
| Tell me about a project or assignment that was not going to meet its deadline and how you minimized or confronted the consequences. | |
| Tell me about a time you disagreed with a decision made by a teacher, boss, or coworker. What did you do? | |
| Tell me about someone you admire and why. | |
| How do you think your boss/manager, teachers or classmates describe you? | |
| What is an area for improvement in your life? | |
| Tell me about two improvements you have made in the past six months. How did you achieve those improvements? | |
| Out of all the candidates for this (imaginary) job, why should we hire you? | |
| COMMENTS: | Total: |

| | |
|--|------------------|
| CCRS-Related Interview Questions: Please ask each candidate both questions during the interview. | |
| Question: | Score 1-4 |
| Explain to me your college or career goals after high school and your plans to attain them. How do you plan on getting there? | |
| Your CCRS class included online lessons covering financial literacy. What is one of the most important things you learned related to finances and how will you use this in the future? | |
| COMMENTS: | Total: |

| | | |
|--|---|--|
| BASED ON AN OVERALL IMPRESSION (Interview, resume and cover letter): | Total interview preparation score: | Total interview question score: |
| You're hired! | | |
| You may get the job, but you haven't edged out the competition yet! | | |
| You need more practice and preparation before going on job interviews. | | |
| ADDITIONAL COMMENTS: | | |

Resources for Interview Preparation:

What is the STAR Interview Technique? Click [HERE](#) to learn more!

EFFECTIVE STORY TELLING: direct, logical, meaningful and personalized

| | | | | | |
|--|---|---|--|---|--|
|  <div style="border: 1px dashed black; padding: 5px; margin: 10px 0;">Prepare</div> <ul style="list-style-type: none"> • LISTEN to question • THINK of an event • Plan, ORGANIZE in 5 to 8 seconds | <div style="border: 1px dashed white; padding: 5px; margin: 10px 0; font-size: 2em;">S</div> <div style="writing-mode: vertical-rl; transform: rotate(180deg); font-weight: bold;">One-Sentence Summary</div> | <div style="border: 1px dashed white; padding: 5px; margin: 10px 0; font-size: 2em;">S</div> <div style="border: 1px dashed white; padding: 5px; margin: 10px 0;">Situation</div> <ul style="list-style-type: none"> • Provide context & BACKGROUND • "Our customers complained ..." | <div style="border: 1px dashed white; padding: 5px; margin: 10px 0; font-size: 2em;">T</div> <div style="border: 1px dashed white; padding: 5px; margin: 10px 0;">Task</div> <ul style="list-style-type: none"> • Describe problem, & CHALLENGES • "We faced supply chain shortage ..." | <div style="border: 1px dashed white; padding: 5px; margin: 10px 0; font-size: 2em;">A</div> <div style="border: 1px dashed white; padding: 5px; margin: 10px 0;">Action</div> <ul style="list-style-type: none"> • Explain WHAT YOU DID & how • "We solved ..." • "I calculated ..." | <div style="border: 1px dashed white; padding: 5px; margin: 10px 0; font-size: 2em;">R</div> <div style="border: 1px dashed white; padding: 5px; margin: 10px 0;">Results</div> <ul style="list-style-type: none"> • State BENEFITS, savings, rewards, recognitions, etc. • "The impact of ..." |
|--|---|---|--|---|--|

Do not think of new details as you answer. SAY what you had planned for & END

<http://www.RightAttitudes.com>

[How to print/export your resume \(video\)](#)

[How to upload a document to a task in Naviance \(video\)](#)