

Workshop IV: Raw Mock Interviews

Materials: Interview Questions, employee access to cell phone for video purposes, Mock Interview Feedback Form, copies of article : *Why You Need to be an Active Listener*, copies of article : *The Best Leaders Make Unforgettable First Impressions*, Exit Ticket

Activity 1: Raw Mock Interview (Estimated: Time 50-70 minutes)

Purpose: Identify current strengths and weaknesses related to interview skills.

Procedure:

1. Facilitator reviews bullets from *Why You Need to be an Active Listener*.
2. Employees self select groups of 3.
3. Facilitator explains 3 roles – Candidate, Employer, Camera Man. 2 people must interview on videotape in order to choose the best interview. The employer reads from provided script while the candidates answer questions on film. Groups then choose the best candidate for the job based on their current understanding of professionalism.
4. Employees choose roles and begin the “raw” Mock Interview Process. At least 2 interviews must be filmed (using cell phones).
5. For the last 20 minutes- Employees review both videos and choose the best candidate for the job.
6. Facilitator provides each group with a Mock Interview Feedback Form.
7. Employees in each group complete Feedback Forms for each employee’s interview video.
8. Groups submit Feedback Forms.
9. Facilitator instructs groups to choose the best interview.
10. Facilitator asks for volunteers to show whole group their group’s best video.
(Options for sharing interview videos: If technology permits, facilitator can email and project videos, groups can pass phones to other groups, facilitator can show from each phone).
11. Facilitator holds vote to select the winner of winners. The winning prize is that the interview video will be posted on the OSF/OSI Baltimore website.
12. Facilitator poses questions to whole group:
 - ✓ What did you like about the interview?
 - ✓ What recommendations do you have?

Literacy Component

The Best Leaders Make Unforgettable First Impressions - Glenn Liopis – Contributor

<http://www.forbes.com/sites/glennliopis/2014/03/31/the-best-leaders-make-unforgettable-first-impressions/print/>

Procedure:

1. Facilitator reads portions article aloud as employees follow along.
2. Facilitator guides whole group discussion of article.
 - ✓ I can relate to.....
 - ✓ The most important piece of advice was.....
 - ✓ I agree/disagree with.....
 - ✓ This information will help me.....

Closing:

Employees complete Exit Ticket.

