

Interview Role Play Assignment

Students are to work in groups of three to role play job interviews from beginning to end. In each group of three, have one student play the interviewee, one play the interviewer, and the third person observe and provide constructive feedback at the end of the role-play. Students should prepare for their role of interviewee in the same way they would prepare for a real job interview (e.g. researching the company, preparing answers to common interview questions, and bringing samples of work and references).

In your groups of three, decide who is to take on the roles of interviewee, interviewer, and observer in each of the three role plays below. Remember each member of the group must take a turn at each role and you cannot repeat the role play scenarios.

Scenario # 1

Business: MacDonald's Restaurant Prince George, Head Office Victoria Street location

Interviewer: Manager of MacDonald's

Interviewee: grade 10 student looking for your first job, want part-time during school, available any hours during summer, willing to take any position but prefer cashier

Observer: Watch the role play and complete the attached evaluation form, provide feedback after the interview

Scenario # 2

Business: Save-On-Foods, any Prince George location

Interviewer: Manager of Save-On-Foods

Interviewee: grade 11 student looking for a part-time job while attending school, available some evenings and weekends and more hours during summer months, willing to take any position but prefer to stock shelves

Observer: Watch the role play and complete the attached evaluation form, provide feedback after the interview

Scenario # 3

Business: HMV, Pine Centre Mall

Interviewer: Manager of HMV

Interviewee: grade 10 student looking for a part-time job, saw ad in paper for extra staff needed for Christmas shopping hours, would like to continue after the holidays with a permanent part-time position, willing to take any position but prefer cashier

Observer: Watch the role play and complete the attached evaluation form, provide feedback after the interview

Day# 1:

1. Each student is to select the role they want to play in each scenario.
2. Students must then select 5 –6 questions from the "Interview Questions" sheet that they will ask in their role as an Interviewer, consider the business and position you are hiring for and select suitable questions.
3. Students must prepare for their role of Interviewee by selecting 2 – 3 questions they will ask the Interviewer, do some background research on the business.

4. Look over the Interview Role Play Assignment page to see what you are looking for in your role as Observer and to become familiar with the expectations in your Interviewee role.
5. For homework, to practice your Interviewee role, you can practice answering some common interview questions, gather your references and any other samples of work.

Day #2:

1. Each Role Play Scenario should take about 15 minutes, with 5 minutes after each for the Observer to evaluate and provide feedback.
2. Be as realistic as possible.
3. The Interviewer should introduce themselves and the Interviewee should respond with their introduction and take a seat when offered. Remember good non-verbal communication skills, firm hand shake and eye contact.
4. The interviewer should ask the questions they prepared on Day #1 and the Interviewee should respond, taking into account the position they are applying for.
5. The Interviewer should ask if the Interviewee has any questions and the Interviewee should ask some of the questions they prepared on Day#1.
6. The Interviewee should provide some knowledge of the company and the skills they would bring to the position. They should use samples to highlight some of their strengths and accomplishments.
7. The Interviewee should close by thanking the Interviewer for their time.
8. During the role play the Observer should remain quiet and fill in the evaluation sheet, making comments on things that the Interviewer did well and things they could improve upon.
9. After the Interview role play, both the Observer and the Interviewer can provide feedback to the Interviewee. Give them a mark out of 18 for the role of Interviewee.



Interview Role Play Assignment

MARK TOTAL: _____/18

For each section check off whether the student has met the criteria for 3 points (fully meets expectation), 2 points (approaching expectation) or 1 point (not yet meeting expectation).

1. Answering Questions

___ 3 points: Student's answers to interview questions demonstrate that she or he has considered and prepared responses beforehand.

___ 2 points Student's answers to interview questions demonstrate some prior preparation.

___ 1 point Student's answers to interview questions are incomplete or demonstrate no prior preparation.

Comments: _____

2. Asking Questions

___ 3 points: Student asks thoughtful and detailed questions about the nature of the job.

___ 2 points Student asks some questions about the nature of the job.

___ 1 point Student does not ask any pertinent questions of the employer.

Comments: _____

3. Knowledge of the Employer

___ 3 points: Student asks searching questions to demonstrate research (real or simulated) of the employer before the interview.

___ 2 points Student asks questions to demonstrate some prior thought or knowledge about the employer.

___ 1 point Student does not ask any pertinent questions of the employer.

Comments: _____

4. Samples of Relevant Work

- ___ 3 points: Student brings in samples of relevant work (real or simulated) to showcase strengths and accomplishments.
- ___ 2 points Student does not bring in samples of work (real or simulated) but does manage to mention some of their strengths and accomplishments.
- ___ 1 point Student does bring in samples of work and highlights very few strengths and accomplishments.

Comments: _____

5. Interview Etiquette

- ___ 3 points: Student consistently displays appropriate interview etiquette throughout the interview (e.g. appropriate body language, active listening skills, and confidence).
- ___ 2 points Student displays appropriate interview etiquette (e.g. appropriate body language, active listening skills and confidence) at several points during the interview, but demonstrates inappropriate etiquette at other points.
- ___ 1 point Student displays inappropriate interview etiquette frequently throughout the interview (e.g. inappropriate body language, lack of listening skills, nervousness).

Comments: _____

6. Appropriate Salutation at Beginning and end of Interview

- ___ 3 points: Student uses appropriate salutation at the beginning of the interview and ends with a thank you.
- ___ 2 points Student only remembers to do one of the appropriate salutations at the beginning of the interview or the ends with a thank you.
- ___ 1 point Student does not use appropriate salutation at the beginning of the interview; student does not end interview with a thank you.

Comments: _____

Interview Questions:

Each student is to take one question, prepare a verbal response, bring the question to the teacher who will ask the student the question, answer in 2 –3 sentences, speak loud enough for class to hear, ask one question of the interviewer, await class and teacher critique. Everyone will do one question.

- 1. Why did you leave your last job?**

- 2. Do you prefer to work by yourself?**

- 3. Can you work under pressure?**

- 4. How did you feel about your previous employer?**

- 5. How much were you absent in your last job?**

- 6. What do you consider your strengths?**

- 7. Why should we hire you?**

- 8. What are your most important abilities?**

- 9. Why did you apply for this job?**

- 10. What do you know about our company?**

- 11. Why have you changed jobs so many times?**

- 12. What are your future plans?**

- 13. Tell me about yourself?**

14. What do you see as two weaknesses that you have to overcome to become a more successful worker?

15. What are some examples away from work, that demonstrate your ability to work with others?

16. What are your long term goals and how does this job fit into those plans?

17. If you were working here, would you be interested in taking more training or relocating if it came up?

18. Tell us a little about your last job and the responsibilities you had.

19. What five words would you say describe you best?

20. What are some activities that you do away from work that you feel will make you a better employee for our restaurant?

21. What do you see as three major strengths that you will bring to the job?

22. How do you see the skills that you learned in your last job transferring over to work in this restaurant?

23. What are some examples away from work that demonstrate your ability to work with others?

24. Can you give me some examples of when you found mistakes in your work? Why were they made? How did you handle them?

25. Tell me about the biggest project you have organized and how you went about it?

26. Tell me about a time when you met a major obstacle in achieving a work objective. What did you do to try to get around it? What was the outcome?

27. What are the biggest sources of stress for you in your job? What do you do to manage the stress?

28. Have you ever done anything particularly creative or innovative in your job? If so, what?

29. Describe your biggest job challenge to date. What skills did you draw on to handle it?

30. Give examples of how you handle upsets to your schedule.