



Interviewer Guidelines

Workforce Connections

Thank you for your participation

AGENDA

Students Arrive at 8:20am and will continue arriving at 10-20 minute intervals. *Take breaks as needed.*

Each interview should last 8 - 15 minutes and accomplish the following 3 goals:

- Complete a mock interview or informational interview, see back of page for examples
- Point out local opportunity for career/jobs in your industry
- Showcase the area as a great place to live, work and play

Students Depart by 1:15pm. Please wrap-up all interviews by 12:50. Interviewers are asked to stay present the entire day so that all schools may have an equal opportunity to interact with all employers.

Interviewers Depart as the last school leaves. There will be a shuttle bus available to return you to the Airport Church Parking Lot.

YOUR REQUIREMENTS

Employer to Student Feedback Form - Give to the Student

For each student you are required to complete an Employer to Student Feedback Form and give it to the student. There will be multiple copies will be at your table. Students are expected to show these to their parents and teachers for discussion. Please be constructive in your feedback - help them be better prepared for their next "real" interview. Take a look ahead of time at the Employer to Student Feedback Sheet.

You'll be ranking: First Impression, Attire, Initiative/Contribution/Attitude, Interviewing Skills, Appearance of Resume/Application

Employer Evaluation Form - Return to the Organizers

Keep track of the number of students that you interview with legible hash marks on the Employer Evaluation Form. At the end of the day, fill out the Employer Evaluation Form and leave it on your table for collection. This is the only interview tracking record that takes place and will help us determine if there are areas that need to be expanded next year.

PURPOSE

Remember – the purpose of this program is to give students some experience talking to employers in an employment interview situation as well as to make sure that they know that there are career opportunities here and that they don't have to leave the area to find a good job or to build a good career. This is NOT a job fair. You are not recruiting for your company, but are helping us build a future workforce. *Cultivating future interns and/or employees is certainly acceptable and sometimes a match is made!*

PARTICIPATING SCHOOLS

Alternative Center for Education Services, Adirondack, Alexandria, Beaver River, Belleville-Henderson, Carthage, Copenhagen, General Brown, Immaculate Heart, Indian River, LaFargeville, Lowville, Lyme, River Valley Mennonite, Sackets Harbor, South Jefferson, South Lewis, Thousand Islands, and Watertown

There are over 1500 students (High School Seniors primarily, some Juniors) planning to attend Workforce Connections. The students have been prepped ahead of time on topics including:

- Resume Writing/Job Application
- Interview Questions
- Research Questions
- List of Participating Businesses
- Student Feedback Form
- DOL Handbook: *Your Winning Edge*

PROCEDURE

You may have a line of students waiting to meet with you, or you may only get a few. The schools ask that you only talk with one student at a time though if there is a long line, a group interview may be appropriate. It's okay to recruit a student who isn't meeting with anyone else.

Students will give you a copy of their resume/application and will indicate the preferred type of interview, Informational or Mock, and may need to be prompted to indicate type. Following the interview, you may need to return the resume/application to the student – some students will only have brought one. **Give each student an Employer to Student Feedback Form**

TYPES OF INTERVIEWS

Students are required to interview with at least 3 companies. Students have the opportunity to practice two types of interviews. Students will indicate which type of interview they would like to conduct. They may need to be prompted to do so. Students are given the information below.

Informational Interview This is when you are gathering information from someone who works in a certain career cluster of interest to you. You will be able to ask this person about their career and what they like or dislike about it. Conducting informational interviews helps you to make better decisions about the types of careers you may want to pursue someday. Examples ...

1. How did you select your occupation?
2. What do you like best about your occupation?
3. What do you like least?
4. What advice would you give a new person in this occupation?
5. Describe what a typical day/week is like?
6. What is the earning potential in your field?
7. What are the qualifications necessary for this occupation?

Mock Interview A trial run of an actual interview employers conduct to determine which candidate would be best suited for the job. The employer will ask questions to determine if a candidate has the right attitude and experience to be a good fit for the position. It is important for the job candidate to sell himself or herself to the employer. You will want to highlight your strengths. Some examples of potential questions ...

1. Give me an example of a time you faced a conflict while working on a team. How did you handle that?
2. Describe yourself in three words.
3. Tell me about a time you had to be very strategic in order to meet all your deadlines.
4. Tell me about a successful presentation you gave and why you think it was a hit.
5. Tell me about your proudest academic or extracurricular accomplishment.
6. What makes you a good fit for this position?
7. Where do you see yourself in 5 years? In 10 years?

RESTROOMS & BREAK ROOM

Restrooms and an Interviewer Break Room is in the main building. Exit through the doors out of the hangar behind the Architecture & Construction section. Coffee, water and light refreshments are available.



Human Services &
Community-Based Programs

