



Texas Essential Knowledge and Skills (TEKS) for CTE  
CAREER PREPARATION I  
LESSON PLAN

**TEKS 127.13(c)(1)(D) Demonstrate proper interview techniques in various situations**

Use industry standards for teaching and practicing interview strategies. Businesses interview in person, using group interviews, telephone interviews, and virtual interviews. Use the student’s individual strengths identified in Transition Assessment to help them learn the best interview skills and behaviors that will work best for them. *(Teachers: Texas WorkSource has classes on job interview techniques. Organize simulated interview opportunities with CTE Teachers, local businesses, at the local community college Small Business Development Center, or engage the local Chamber of Commerce in a project-based learning activity.)*

Critical Skills:

- Describe appropriate appearance for an interview
- Describe and demonstrate appropriate interview behaviors, such as shaking hands, eye contact, where to sit, how to sit, answering questions or showing a personal skill video, and how to answer questions.
- Participate in a multiple mock interview
- Create personal student interview videos for video modeling and video prompting use in the future

Instructional Materials/Technology:

- Technology devices to view videos, use apps, and create videos
- Data Collection Tools: Task Analysis – Student Version
- List of Interview Questions for individual and Group Interviews
- School and community partners to provide authentic interview practicums

**Timeframe**

10 days; 50-minute classes

**Lesson Sequence**

1. Introduce the lesson
2. Watch a short job interview video
- 3.

**Models of Instruction**

Large Group Instruction	Small Group Instruction	Individual Instruction
<ul style="list-style-type: none"> <li>• View video of one type of interview</li> <li>• Class discussion</li> <li>• Class created Task Analysis</li> </ul>	<ul style="list-style-type: none"> <li>• 2 students review list of written or electronic interview questions. Develop an interview demonstration to show the class</li> </ul>	<ul style="list-style-type: none"> <li>• Student repeats review of needed video</li> <li>• Watches video of interview that matches job preference</li> <li>• Interview Practicum</li> </ul>

**Project-Based Instruction**

*Goal: To introduce the concept of job interviews, teach communication and behavior skills to participate in an interview, to provide authentic practice interviews using the individual and group interview formats, and create personal interview videos to be used by each student as a prompt prior to a job interview and for student-monitored progress activities.*

Essential Level	Standard Level	Progressive Level
<ul style="list-style-type: none"> <li>• Student attends to group activities</li> <li>• Indicates answers verbal or technology communication</li> <li>• Follows simple directions</li> </ul>	<ul style="list-style-type: none"> <li>• Participates in individual and group activities</li> <li>• Contributes to the discussion</li> <li>• Participates in</li> </ul>	<ul style="list-style-type: none"> <li>• Takes a lead role in discussions</li> <li>• Takes a lead role in group activities</li> <li>• Uses the</li> </ul>
<b>Assessment</b>		
Essential Level	Standard Level	Progressive Level
Data collected on Task Analysis	Teacher Task Analysis Video of Interview Practice Interviewer & Teacher Feedback	Student Task Analysis Video of Interview Practice Interview & Teacher Feedback
<b>Resources</b>		
<p>1. Workforce Solutions Video: Job Interview Attire; What to Wear. Link: <a href="https://www.youtube.com/watch?v=K9rD0swDKjA">https://www.youtube.com/watch?v=K9rD0swDKjA</a></p> <p>2. Workforce Solutions Seminar: Interviewing Seminars at the WorkSource Location</p> <p>3. Texas Career One Stop Video; Basic Skills Employers Want: <a href="https://cdn.careeronestop.org/CareerVideos/80-0006.00.mp4">https://cdn.careeronestop.org/CareerVideos/80-0006.00.mp4</a></p> <p>4. Youth Central: How to present yourself in an interview. Link: <a href="https://www.youtube.com/watch?v=JVmAF74Epd4">https://www.youtube.com/watch?v=JVmAF74Epd4</a></p> <p>5. Group Interview Questions from Kohls. Link: <a href="https://www.glassdoor.com/Interview/Kohl-s-Cashier-Interview-Questions-EI_IE592.0,6_KO7,14.htm#RVW3770647">https://www.glassdoor.com/Interview/Kohl-s-Cashier-Interview-Questions-EI_IE592.0,6_KO7,14.htm#RVW3770647</a></p> <p>6. Lone Star College-Montgomery Small Business Development Center. Link: <a href="https://www.lonestar.sbdcnetwork.net/lonestar/default.asp">https://www.lonestar.sbdcnetwork.net/lonestar/default.asp</a></p> <p>7. Conroe/Lake Conroe Chamber of Commerce. Link: <a href="http://www.conroe.org">http://www.conroe.org</a></p> <p>8. Stephen F. Austin State University; CTE Statewide Instructional Resources; How to Interview. Link: <a href="http://cte.sfasu.edu/?s=how+to+interview">http://cte.sfasu.edu/?s=how+to+interview</a></p> <p>9. Campus and district staff resources</p>		
<b>Notes</b>		