



Project Checklist

Prepare for an Interview

Purpose: The purpose of this project is to practice the skills needed to present yourself well in an interview.

Overview: Determine which type of interview you would like to practice, such as a job or expert interview. Prepare by reviewing your skills and abilities. Complete the resources in the project and give them to your interviewer before your presentation. You determine which member of your club interviews you, but your interviewer must be someone other than your evaluator. In a 5- to 7-minute role-play presentation at a club meeting, practice answering interview questions to promote your skills, abilities, and experience.

This project includes:

- ▶ The Identifying Your Skills Worksheet
- ▶ The Interviewer Instructions resource
- ▶ A 5- to 7-minute role-play interview at a club meeting

The following list includes tasks for this project. Please remember, your project is unique to you. You can use the checklist here or complete the digital version in your project on Base Camp.

Review your skills and abilities.

Identify at least two strengths you are confident sharing.

Make note of any skills you would like to develop and formulate a plan for improving those skills.

Complete the Identifying Your Skills Worksheet.

Schedule your interview with your Vice President Education.

Plan the role-play activity. Be creative and thorough. For example, create names and descriptions of the organization, open position, and interviewer.

Prepare interview questions for your interviewer that are specific to the skills you would like to practice during the activity.

Determine which member of your club will interview you. If possible, select a member who has experience interviewing others. The Vice President Education is not required to act as the interviewer. Remember, your interviewer must be someone other than your evaluator.

Send the Interviewer Instructions resource, your interview questions, and any other plans for the activity to your interviewer well in advance of the meeting.

Review your answers to questions on the Identifying Your Skills Worksheet to prepare for your interview.

When all components of your assignment are finished, complete your self-reflection by adding what you have learned to the last column of the Know-Wonder-Learned activity.

