

Icebreaker: Personal Identity Cards

Directions: Every student wants his/her identity affirmed and appreciated. Invite students to create an ID card in which they can self-identify using various descriptors: country of origin, race and ethnicity, gender, groups, organizations, pop culture icons, products, music, media/sports stars with whom they identify.

Have advisees share their cards with the whole group.

Note: Advisors pay attention to what each of the students have to say about themselves so you can make better connections throughout the year.

20 Questions

Students will work in pairs interviewing each other by asking the following questions. When they are finished, they will return to the group and describe their partners by the answers they received.

Who is your favorite NBA player?	How often do you go to the movies?	Can you play guitar?	Do you think Lady Gaga is good looking?
Do you watch more than 10 hours of TV every week?	Have you ever played golf?	What's your favorite way to relax?	What is your favorite TV show?
Have you ever been to a professional baseball game?	What musical instrument do you play?	Have you ever been to a concert?	What is your best skill?
Do you like to read?	Do you like karaoke?	Do you like school?	Where is the best pizza you have ever had?
Do you have a MP3 player?	How much is your cell phone bill every month?	What is the most adventurous thing you have ever done?	Have you ever eaten a bug?

Mock Interview Script

11/2/09

Open

Interviewer: “Hello Mr.(or Ms.) _____ how are you this morning? Come on in and take a seat. My name is _____ and I will be interviewing you this today.”

Interviewer: “Did you have any trouble finding the place by the way?”

Interviewer: “So today’s goal is for me to get to know you both as an individual and on somewhat of a professional level. I’m just going to ask you a few questions to guide us with this. Don’t be nervous just take your time.”

Body

Interviewer: “What do you consider to be your Strengths? Which of these strengths do you find most beneficial in your everyday life.”

Interviewer: “What do you consider your weaknesses?”

Interviewer: “What is the hardest obstacle that you had to overcome? How did you overcome it?”

Interviewer: “What are your interests?”

Interviewer: “How do you define teamwork? Describe to me a time in which team work was crucial.”

Interviewer: “What skills or qualities do you have that will be an asset to this company?”

Close

Interviewer: “Well Mr. _____. I think we’ve accomplished a lot. I’ve learned a lot about you in this amount of time, and I have a lot of valuable information.”

Interviewer: “We will give you a call in about a week to keep you posted on the status of your application, but if we don’t for some reason feel free to give us a call. Our office is open between 8:30am and 5pm. Do you have the number?”

Interviewer: “Before you go is there anything you want to ask me?”

Interviewer: “Well it was very nice meeting you, and hopefully you will be hearing from us soon.”

THE 5-PART INTERVIEW

The interview is the final hurdle most people have to cross in getting a job. Some colleges and scholarship committees also require interviews. Being chosen for an interview means someone is interested in your skills, knowledge and experience. However, a great application or resume can quickly find its way into the garbage if you do not come across well in an interview. You now must become a sales person. The interviewer is the buyer. They want to see if your talents meet their needs for the job or for admission to the college. Sell yourself!

The interview is when you want to tell the employer or admissions representative about your strengths, skills, education, and work experience. Knowing yourself - positively selling your strong points - is what is going to get you the job or admission to the college.

The easiest way to learn something is to break it down into parts. The interview process has five distinct parts.

1. BEFORE THE INTERVIEW

- Do your homework! Learn as much as you can about the company or college before the interview. Do some research: ask people who work there, go to the library, look on the internet, make an anonymous call to the secretary. Find out what services/products the company provides, how long they have been in business, whether the company is growing or downsizing, the company's reputation, etc. An interviewer will be impressed that you have made an effort to learn about the company or college. Read any material they send you!
- Arrive 5 - 15 minutes early.
- Be prepared when you go to the interview. Bring extra copies of your resume, your portfolio, a notepad with some questions prepared for the interview, and a pen.
- Dress for Success! Hair should be clean and combed. Fingernails must be clean with no gaudy polish. Keep perfume, cologne and aftershave to a minimum. Brush your teeth and don't forget deodorant.

Women: dress, skirt (not too short), or dress pants with a nice blouse or blazer. No excessive jewelry, make-up, or "big hair."

Men: pants (not jeans!), collared shirt, tie, sport coat and shoes. A suit is not always necessary.

2. THE START OF THE INTERVIEW (BEGINNING)

- Inform the secretary/receptionist that you have an interview, whom it is with, and the time of the interview.
- 12. When you meet the interviewer, look straight into his/her eyes, shake hands firmly, introduce yourself, smile, be confident and wait until you are offered a seat.
- 13. Be positive in your communication (Remember: You're selling yourself!), don't slouch, try not to be too bold or too shy. Let the interviewer lead the interview. Express that you are happy to have the opportunity to interview.
- When all else fails: SMILE!!
- DON'T: Smoke, chew gum, curse, slouch, put your hands on items on the interviewer's desk, fidget with rings, pens, ties, change, or other things in your reach.

3. THE INTERVIEW (MIDDLE)

- Always face the interviewer with good posture and body language.
- Stay positive with your attitude and your answers. Let the interviewer know about the skills, knowledge and experience that make you a qualified candidate.

- Know your resume and portfolio well and be prepared to answer questions about them.
- Don't be a know-it-all! Express your willingness to learn!
- Be honest with all answers. Experienced interviewers can see right through "little white lies."
- Be thorough with your answers. Never answer with just a "yes" or "no." Always provide explanations and examples.
- . If you don't understand the question, ask the interviewer to explain.
- Pay close attention to what the interviewer is saying.
- Organize your thoughts before speaking. Feel free to think for a moment about tough questions. Silence is not a bad thing as long as you do not take an excessive amount of time.
- 26. DON'T:
 - Emphasize your weaknesses.
 - Draw attention to negative attributes such as poor attendance, grades, being fired, etc.
 - Criticize former employers, co-workers, or school personnel.
 - Discuss personal issues, good or bad, which are irrelevant.
 - Discuss salary or benefits unless the interviewer brings it up first.

4. THE INTERVIEW (END)

- Ask the job-related questions you prepared for the interview.
- You may be offered the job immediately. In that case, you should ask about specific salary, benefits, and work hours. You do not have to give them an immediate answer. Ask for a day to think about it.
- If you are told you will be contacted, ask about how long it will be. Offer to call in a few days to find out the decision. This shows your continued interest.
- Make sure the interviewer knows how best to contact you and that you are available for any additional information that may be needed.
- 32. Thank the person for the interview and their interest in you as a potential employee or student. Shake hands firmly on the way out.

5. THE FOLLOW-UP

- Send the interviewer a thank-you letter soon after the interview.
- Call the company or college about a week after the interview to find out if they have made a decision. If they have not, find out when they expect to have a decision.

WHY PEOPLE AREN'T HIRED

- ◆ Poor personal appearance
- ◆ Inability to communicate clearly, poor voice, and grammar
- ◆ Lack of planning for a career...no purpose or goals
- ◆ Lack of enthusiasm and confidence in the interview
- ◆ Condemning past employers
- ◆ Failure to look the interviewer in the eye
- ◆ Limp handshake
- ◆ Late to the interview
- ◆ Does not thank the interviewer for his/her time
- ◆ Asks no questions

INTERVIEW QUESTIONS TO THINK ABOUT

Questions Often Asked By Employers

1. Tell me about yourself.
2. What are your short-range and long-range career goals, and how are you preparing to achieve them?
3. Why did you choose this career?
4. What do you consider to be your greatest strengths? Weaknesses?
5. How would you describe yourself? How would a friend or professor describe you?
6. How has your college experience prepared you for your career?
7. Why should I hire you?
8. How do you determine or evaluate success?
9. In what ways do you think you can make a contribution to our company?
10. Describe the relationship that should exist between a supervisor and those reporting to him/her.
11. Describe your most rewarding high school/college experience.
12. If you were hiring for this position, what qualities would you look for?
13. What led you to choose your field or major?
14. What have you learned from participation in extracurricular activities?
15. How do you work under pressure?
16. Describe the ideal job/college.
17. Why did you decide to seek a position with this organization and what do you know about us?
18. What major problems have you encountered and how did you deal with it?
19. What criteria are you using to evaluate the company/college for which you hope to work/attend?
20. What salary do you want?

Questions Often Asked By Applicants

1. What are the strengths of the organization or department?
2. What are the career opportunities for someone entering this position?
3. What kind of orientation and training is available to new employees?
4. How large is the company/college? How large is this particular department/major?
5. To whom would I be reporting and what kind of communication channels are there?
6. What are the long-range plans for this organization?
7. How long was my predecessor in this position? Why did he/she leave?
8. How will I be evaluated? How often?
9. Is there an opportunity to transfer from one division to another?
10. What are the prospects for promotion in the future? What are some of the qualities or accomplishments you would consider important for promotion?
11. What is the management philosophy of this organization? What is the general philosophy?
12. In what areas of the organization do you expect growth?
13. Is continuing education encouraged? Is tuition reimbursement offered?
14. Can you tell me about the history of this position, and changes anticipated?
15. What are your expectations of the person in this position?
16. Is overtime the norm in this office?
17. What kind of support staff is available? What is the ratio of support staff to professionals, and how is work distributed?
18. Generally, what percentage of time will be devoted to each of my responsibilities?
19. Do you work with daily, weekly, monthly, or annual deadlines?
20. Does the organization have a process for sharing creative ideas?

**Sameness
Difference
Balloons**

I have found it useful to put some energy into the room with icebreakers like this is to give everyone a balloon to blow up and then ask the group to stand in a circle and bat the group of balloons in the air. After a short time grab any balloon and form a small group with the people with the same color balloons as you and then discuss a set of discovery questions or something relevant to the topic

Useful in a variety of ways. 1) Blowing up the balloon gets people to breathe which promotes the increase of energy and alertness. 2) Batting the balloons gets the most staid group laughing 3) which can lead to a decrease in tension 4) people are easily provided opportunities to discuss things with others whom they do not normally talk to .