



NOTES TO INTERVIEWERS

Junior and Senior CTAE Career Pathway students enrolled in a third year course, Work-Based Learning, or Honors Mentorship at all Forsyth County high schools will participate in a 15-20 minute mock interview.

- Possible Career Pathways: Agriculture, Automotive Technology, A/V Technology & Film, Animation & Digital Media, Biotechnology, Business, Computer Science, Cosmetology, Culinary Arts, Education Engineering, Finance, Food & Nutrition, Healthcare, Honors Mentorship, Human Resources, Information Technology, Marketing, Manufacturing, ROTC, Teaching as a Profession, Web Development, Work-Based Learning, and Honors Mentorship.
- Special needs students who may need your help answering questions.
- Some will be interviewing for the first time, others may have been through the process with other academic and professional opportunities.

Attached you will find a sample Rating Sheet and Suggested Interview Questions.

During your orientation first thing as you arrive, you will be trained on mandated reporting and an acknowledgement of this must be electronically signed by all volunteers who come in contact with Forsyth County School students. This form must be acknowledged out before you can interview with any student. For more information, a link to our mandated reporting video is here: <https://youtu.be/NWiUng4wP0g>.

Students have all recently gone through a seminar experience to prepare for this day, along with training throughout the school year. The cover letter and resume format used may be slightly different for each teacher and student. I think you will find each teacher has included basically the same information, possibly in a different format. Please rate the resume on good business like arrangement of information as well as correct spelling and grammar.

The final area that you will be rating is the actual interview.

- Students are applying for entry level jobs unless they have previous experience in the position as demonstrated by their resume.
- All students have been told to dress appropriately. Please do not allow them to "convince" you that they were not. Blue jeans and tennis shoes are not acceptable. Suggested dress for young men today is nice pants, button down shirt with a tie (all matching, of course.) The dress for young ladies is a bit harder. We have suggested nice pants, or a modest skirt, shirt or sweater, or a business suit. Some students are looking forward to dressing up, others dread it.
- You will also need to rate them on appropriate introduction and closing. Did they display poise during the interview and did they act maturely? You may have some students who will struggle with the answers to interview questions, while others will breeze through them. Feel free to interject questions of your own if you feel the student can handle it.

As you rate the students in all areas on the electronic Rating Sheet, please understand that your score will determine the students' grade. We ask that in each section of the

Rating Sheet you deduct points appropriately. If time permits, please talk with the student about the deductions you make. This will only help them when they go for a real interview. **COMMENTS ARE ESSENTIAL TO THE TEACHERS AND THE STUDENTS.**

Interviews are scheduled for 15-20 minute time slots. The 15-20 minute interview will last about 15 minutes by the time you pick up your interviewee, get to your table, interview, and then close. It is our hope that you will have time to talk with your student about the interview. Please discuss things that went well and those areas that would need to be improved on for their next interview. You will need to save time at the end of each interview time slot to rate the student – not necessarily in front of the student.

After your orientation, you will need to find your table. When you are ready for your first interview, you will go to the reception desk and select the top folder from the stack of folders. The folders will be in order from students who checked in first to last. Please call for this student and make your way to your assigned table. After the interview, you will complete the Rating Sheet online, and then proceed to pick up the next student.

Thank you for helping Forsyth County with this training experience for our students. We realize that students practicing interviewing skills with someone they do not know can be an invaluable experience for their future success. Many students will update their resumes and actually take it with them when they fill out an application at one of our local businesses. They come to us saying they are more comfortable with real-life interviews as well as being able to talk with adults they do not know. They use these skills not only in job interviews, but in scholarship interviews as well. Our students are successful and they have you to thank for part of their preparation for their future.