

CAREER READINESS

Interview Practice

Prepare evidence, respond with structure, and evaluate professional judgment

GRADES 9-12	TIME 2 x 42 min	GROUPING I / pairs / whole	PRODUCT Application artifact
YOUR CHALLENGE Prepare for a structured mock interview for the fictional Lakeside Youth Program Assistant role. Build an evidence bank, answer behavioral and situational questions using STAR, practice follow-up questions, and complete a scored reflection.			

Learning Goals

- Prepare examples instead of memorizing scripts.
- Use Situation-Task-Action-Result to organize evidence.
- Respond to situational questions with safe, professional judgment.
- Ask informed questions and reflect on performance.

Posting Snapshot

Lakeside Recreation Center seeks a dependable Youth Program Assistant to greet families, prepare materials, support games and projects, organize spaces, and communicate respectfully. Applicants should be reliable, organized, comfortable with young people, able to collaborate, and familiar with basic computer tools. Paid experience is not required.

Professional Presence

- Arrive prepared and on time.
- Listen fully; ask for clarification when needed.
- Use an audible, respectful voice and appropriate eye contact for you.
- Answer honestly; it is acceptable to pause and think.
- Do not disclose protected/private information or criticize others.

Part 1 - Evidence Bank

Employer need	Experience	My action	Evidence/result	What I learned
Reliability				
Teamwork				
Communication				
Organization				
Problem solving				
Working with youth/community				

Choose four examples that can answer more than one question without being repeated word for word.

Part 2 - STAR Builder

STAR part	Purpose	Your notes
Situation	Brief context: where and when?	
Task	Your responsibility or goal	
Action	What you specifically did; use “T” accurately	
Result	Outcome, evidence, feedback, or learning	

Tell me about a time you followed through on a responsibility.

S: _____ T: _____

A:

R:

Describe a disagreement or teamwork challenge.

S: _____ T: _____

A:

R:

Tell me about a time you explained something clearly.

S: _____ T: _____

A:

R:

Describe a mistake or setback and what you changed.

S: _____ T: _____

A:

R:

Part 3 - Situational Judgment

A parent asks a question you cannot answer while the supervisor is busy.

Immediate action:

Who should be informed and why?

What should you avoid?

A child refuses an activity and begins distracting others.

Immediate action:

Who should be informed and why?

What should you avoid?

You notice materials are missing five minutes before a program starts.

Immediate action:

Who should be informed and why?

What should you avoid?

A coworker asks you to mark a task complete even though it is unfinished.

Immediate action:

Who should be informed and why?

What should you avoid?

Part 4 - Question Bank and Mock Interview

Question type	Prepare for
Opening	Tell me about yourself and why this role interests you.
Behavioral	Give a past example of a skill or judgment.
Situational	Explain what you would do in a hypothetical event.
Role knowledge	Show understanding of responsibilities and employer needs.
Closing	Ask informed questions and restate interest.

Write three informed questions that cannot be answered by the posting alone.

Round	Question asked	Evidence used	Feedback to apply
1			
2			
3			
4			

Part 5 - Reflection and Follow-Up

Which response contained your strongest action evidence?

Where did you become vague, too long, or repetitive?

Which follow-up question helped you clarify?

What will you change before a real interview?

Thank-You Message Plan

Element	Your draft notes
Greeting/name	
Thank the interviewer and identify role	
Reference one specific discussion point	
Restate interest and relevant contribution	
Professional closing	

Self-Check

- ☐ I prepared evidence, not a memorized speech.
- ☐ My STAR answers emphasize my actions truthfully.
- ☐ Situational responses protect safety and follow supervision.
- ☐ My questions show genuine research.

- ☐ My reflection names a specific improvement.