

# LESSON PLAN

*Acing the Job Interview*

- IT'S A -  
**MONEY  
THING®**

## INCLUDED IN THIS PACKAGE

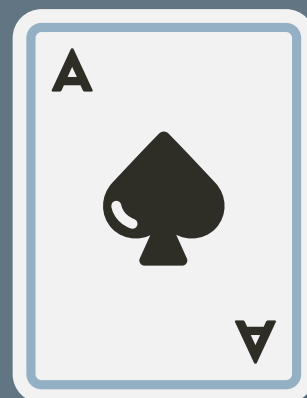
- **LESSON PLAN** (2 pages)
- **ACTIVITY** (4 pages)
- **QUIZ** (1 page)
- **ACTIVITY ANSWER KEY** (2 pages)
- **QUIZ ANSWER KEY** (1 page)

## COLLECT FROM YOUR LIBRARY

- **VIDEO 30** (*Acing the Job Interview*)
- **HANDOUT 30** (*Acing the Job Interview*)
- **PRESENTATION 30** (*Acing the Job Interview*)

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# LESSON PLAN

## Acing the Job Interview

GRADES

7 to 12

TIME

45 minutes



### OVERVIEW

Acing a job interview doesn't happen by accident—it takes preparation. In this lesson, students explore practical tips on what to wear, bring, know and say to present themselves with confidence. A role-play activity gives students a chance to test out what works—and what doesn't—when it comes to making a great impression.

### GOALS

- Help students recognize how interview preparation supports career success
- Familiarize students with strategies for presenting themselves professionally in an interview setting

### OBJECTIVES

- Identify the Four Aces of interview preparation: what to wear, what to bring, what to know and what to say
- Analyze the purpose behind common interview questions and explain what employers are looking for in a response
- Demonstrate both effective and ineffective interview behaviors through role-playing activities

### ASSESSMENT

Use the activity in this lesson plan to assess students' grasp of the topic. An optional quiz is also provided (the quiz is not factored into the lesson's 45-minute runtime).

**Did you know?** Standing out really matters! On average, 250 people apply for every corporate job opening—but only four to six are invited to an interview.

### MATERIALS

- ☐ **VIDEO 30**—*Acing the Job Interview*
- ☐ **HANDOUT 30**—*Acing the Job Interview*
- ☐ **PRESENTATION 30**—*Acing the Job Interview*
- ☐ **ACTIVITY**—*Interview Improv and Answer Key*
- ☐ **QUIZ**—*Acing the Job Interview and Answer Key*

### PREPARATION

- Gather digital materials (video and presentation)
- Print **HANDOUT 30** for each student
- Print and cut out the **ACTIVITY** cards
- (Optional) Print **QUIZ** (*Acing the Job Interview*) for each student

## Acing the Job Interview

**5 minutes** Introduce topic and show **VIDEO 30** (*Acing the Job Interview*)

**25 minutes** Facilitate the **ACTIVITY**

**5 minutes** Wrap up and distribute  
**HANDOUT 30**

**(Optional)** Assessment: **QUIZ**  
(*Acing the Job Interview*)

- Divide students into pairs and give each pair one Question card and one Character Trait card
- Give students a few minutes to prepare two short role-plays: one student in each pair will perform a poor response influenced by their Character Trait card, and one student in each pair will perform an effective response
- Have each pair perform for the class
- After each performance, invite quick reactions: “What worked? What could be improved?”
- Refer to the Answer Key for ideas on what students can learn from each trait

1. Ask students:
  - If you had a job interview tomorrow, what would you do to get ready?Briefly discuss responses as a class.
2. Introduce the video: “We’re going to watch a short video about how to ace a job interview. As you watch, listen for the Four Aces: the four main areas it focuses on.”

3. Show **VIDEO 30**

4. Go over **PRESENTATION 30**

- For each of the Four Aces (slides 5–9), pause and ask: “What else could someone wear, bring, know or say to prepare for an interview?”
- For each of the Top 5 Interview Questions (slides 10, 12, 14, 16 and 18), pause before revealing the explanation (slides 11, 13, 15, 17 and 19) and ask: “Why do you think employers ask this question? What are they really looking for?”

## 5. Facilitate the **ACTIVITY**

- Explain that students will act out two versions of an interview response—one that works well and one that doesn't

6. Wrap up by asking students:

- What's one thing you learned today that you'll remember for your next interview?

7. Distribute **HANDOUT 30** for students to take home as a reminder of key tips

8. (Optional) Distribute **QUIZ** for individual assessment, or answer the questions together as a class; decide whether or not students can reference their notes/handouts during the quiz

## NOTES

This image shows a blank sheet of white paper designed for writing. On the left side, there is a vertical red dotted line that serves as a margin. The rest of the page is filled with horizontal blue lines, providing space for text or drawings. The lines are evenly spaced and extend across the width of the page.



# ACTIVITY

## *Acing the Job Interview*

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### INTERVIEW IMPROV - QUESTION CARDS

**Directions:** Cut out the cards and give each pair one Question card and one Character Trait card. Students role-play two versions: one student in each pair will perform a poor response influenced by their Character Trait card, and one student in each pair will perform an effective response.

Tell me about yourself

What is your  
greatest strength?

What is your  
greatest weakness?

Where do you see yourself  
in five years?

What do you know  
about this company?

Why do you want to  
work here?

Describe a time  
you solved a problem  
at work or school

What are you  
passionate about?



# ACTIVITY

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Directions: Cut out the cards and give each pair one Question card and one Character Trait card. Students role-play two versions: one student in each pair will perform a poor response influenced by their Character Trait card, and one student in each pair will perform an effective response.

Why should we hire you?

What makes you  
a good teammate?

What accomplishment  
are you most proud of?

How do you  
stay organized?

Tell me about a time  
you made a mistake

What are your career  
or education goals?

How do you handle  
conflict?

Do you have any  
questions for us?



# ACTIVITY









## *Acing the Job Interview*

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### INTERVIEW IMPROV - CHARACTER TRAIT CARDS

**Directions:** Cut out the cards and give each pair one Question card and one Character Trait card. Students role-play two versions: one student in each pair will perform a poor response influenced by their Character Trait card, and one student in each pair will perform an effective response.

 <p><b>Unprepared</b> Didn't do their research</p>	 <p><b>Distracted</b> Can't seem to focus</p>
 <p><b>Negative</b> Complains about past experiences</p>	 <p><b>Know-It-All</b> Acts superior to the interviewer</p>
 <p><b>Shy</b> Speaks softly and avoids eye contact</p>	 <p><b>Rambling</b> Talks a lot but never gets to the point</p>
 <p><b>Defensive</b> Gets irritated when asked questions</p>	 <p><b>Disinterested</b> Gives short answers and seems bored</p>



# ACTIVITY









## *Acing the Job Interview*

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### INTERVIEW IMPROV - CHARACTER TRAIT CARDS

**Directions:** Cut out the cards and give each pair one Question card and one Character Trait card. Students role-play two versions: one student in each pair will perform a poor response influenced by their Character Trait card, and one student in each pair will perform an effective response.

 <p><b>TMI (Too Much Info)</b> Overshares personal stories or details</p>	 <p><b>Robotic</b> Sounds scripted with no emotion</p>
 <p><b>Overly Casual</b> Uses slang and acts too relaxed</p>	 <p><b>Unclear</b> Gives answers that are too general</p>
 <p><b>Silly</b> Treats the interview like a joke</p>	 <p><b>Boastful</b> Brags constantly</p>
 <p><b>Mumbler</b> Says "um" and "like" way too often</p>	 <p><b>Eager to Please</b> Tries too hard to say the "right" thing</p>



# QUIZ

## Acing the Job Interview

NAME: \_\_\_\_\_

TOTAL  
/ 8 pts

### MULTIPLE CHOICE

Directions: CIRCLE the best possible answer to each question.

1. Which of the following is **not** one of the Four Aces of interview preparation?
  - a. Ace what you bring
  - b. Ace what you buy
  - c. Ace what you wear
  - d. Ace what you say
2. Why might an employer ask a strange question like, "How many basketballs would fit inside this room?"
  - a. To test your memory
  - b. To see how you respond to an unexpected situation
  - c. To check if you're a sports fan
  - d. To test your math skills
3. What can help you ace a job interview?
  - a. Dressing appropriately
  - b. Knowing about the company
  - c. Practicing what to say
  - d. All of the above
4. If you don't know the answer to an interview question, what should you do?
  - a. Admit you don't know, but then talk about how you might be able to find the answer to the question
  - b. Guess something completely random
  - c. Quickly change the subject to something you know well
  - d. Sit in silence

/4 pts

### TRUE OR FALSE

Directions: CIRCLE either true or false.

5. TRUE or FALSE      Practicing interview questions with a friend is a helpful way to prepare.
6. TRUE or FALSE      Saying "I don't have any weaknesses" is a strong answer to "What is your greatest weakness?"
7. TRUE or FALSE      It's OK to take a moment to think before answering a question.
8. TRUE or FALSE      You should never ask questions during an interview.

/4 pts

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# ACTIVITY ANSWER KEY

## *Acing the Job Interview*

### INTERVIEW IMPROV

**Directions:** Use this answer key to help guide class reactions and discussion after each role-play. Traits are listed in alphabetical order for easy reference.

CHARACTER TRAIT	DESCRIPTION	HOW TO IMPROVE
Boastful	Brags constantly	It's great to be confident, but constant bragging can turn people off. Use specific examples to show what you're good at.
Defensive	Gets irritated when asked questions	It's natural to feel protective when facing tough questions. Stay calm and listen carefully to show that you're open to feedback and learning.
Disinterested	Gives short answers and seems bored	Even if you're not sure the job is the right fit, showing curiosity and energy in an interview can still go a long way.
Distracted	Can't seem to focus	When you're overwhelmed, it's easy to lose focus. Try to stay in the moment by pausing and silently repeating the question in your head before answering.
Eager to Please	Tries too hard to say the "right" thing	Wanting to do well in an interview is a good thing—but don't lose your own voice. Be true to your interests and goals while showing how you're a good fit.
Know-It-All	Acts superior to the interviewer	Confidence is important, but be ready to listen, ask questions and learn.
Mumbler	Says "um" and "like" way too often	Speaking clearly can be tough when you're nervous. Don't be afraid to pause or ask for a moment to gather your thoughts.
Negative	Complains about past experiences	It's OK to talk about challenges, but try to focus on how you handled them or what you learned. A positive attitude helps build trust.

# ACTIVITY ANSWER KEY

## *Acing the Job Interview*

### INTERVIEW IMPROV

CHARACTER TRAIT	DESCRIPTION	HOW TO IMPROVE
Overly Casual	Uses slang and acts too relaxed	It's great to be friendly and relaxed, but interviews still call for a certain level of professionalism. Show your personality, but keep it respectful and polished.
Rambling	Talks a lot but never gets to the point	If you tend to ramble, try using a structure like STAR (Situation, Task, Action, Result) to organize your thoughts so that your responses stay focused.
Robotic	Sounds scripted with no emotion	Memorizing your answers word for word can sound stiff. Try practicing your answers in different ways so you sound prepared, not rehearsed.
Shy	Speaks softly and avoids eye contact	Feeling nervous or shy in an interview is completely normal. Making eye contact, smiling or simply taking your time to answer can show confidence in your own way.
Silly	Treats the interview like a joke	Having a sense of humor is great, but it's important to show that you're taking the opportunity seriously. Use humor wisely and stay respectful.
TMI (Too Much Info)	Overshares personal stories or details	It's easy to overshare when you're trying to be relatable. Focus on what's relevant to the role and stick to examples that show your skills and experience.
Unclear	Gives answers that are too general	Generic answers make it hard for interviewers to see what sets you apart. Reflecting ahead of time helps you prepare specific examples that back up your strengths.
Unprepared	Didn't do their research	Taking time to learn about the role and the company shows that you're serious—and helps you feel more confident, too.



# QUIZ ANSWER KEY

## *Acing the Job Interview*

### MULTIPLE CHOICE

Directions: CIRCLE the best possible answer to each question.

1. Which of the following is **not** one of the Four Aces of interview preparation?
  - a. Ace what you bring
  - ☒ b. Ace what you buy
  - c. Ace what you wear
  - d. Ace what you say
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  - a. To test your memory
  - ☒ b. To see how you respond to an unexpected situation
  - c. To check if you're a sports fan
  - d. To test your math skills
3. What can help you ace a job interview?
  - a. Dressing appropriately
  - b. Knowing about the company
  - c. Practicing what to say
  - ☒ d. All of the above
4. If you don't know the answer to an interview question, what should you do?
  - ☒ a. Admit you don't know, but then talk about how you might be able to find the answer to the question
  - b. Guess something completely random
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/4 pts

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7. ☒ TRUE or FALSE      It's OK to take a moment to think before answering a question.
8. TRUE or ☒ FALSE      You should never ask questions during an interview.

/4 pts