

## Lesson Six: Preparation for the Online Interview

In today's environment, the online interview is very common; however, people often feel apprehensive about online interviewing. To help you feel more comfortable with online interviewing, this lesson is self-guided and allows you to investigate online tools. You will also video yourself multiple times answering routine interview questions. The goal will be to feel more comfortable with the camera.

### STANDARDS ALIGNMENT

#### North Carolina Career Development Coordinator Standards

- Standard IV.b. Help students develop global employability skills.

#### North Carolina Guidance Essential Standards

- P.SE.3.2 Explain how body language and vocal expression affect the effectiveness of communication.
- P.SE.3.3 Use communication skills that build and sustain relationships with a wide range of people

#### ISTE Standards

- Knowledge Constructor  
Students critically curate a variety of resources using digital tools to construct knowledge, produce creative artifacts and make meaningful learning experiences for themselves and others.

#### North Carolina Community College System College and Career Ready Adult Basic Education Standards

- T.6 The student will demonstrate an ability to utilize Internet and other telecommunication resources.

#### Workforce Development Standards

- 20 CFR Parts 676, 677, and 678: Workforce Innovation and Opportunity Act is designed to help job seekers access employment, education, training, and support services to succeed in the labor market and to match employers with the skilled workers they need to compete in the global economy. Programs are based on eligibility.

## STUDENT OBJECTIVES

*At the close of the lesson, learners will be able to say... I can:*

- Record and re-record myself to improve my responses.
- Navigate popular online communication tools.
- Prepare effectively for online interviewing.

## MATERIALS NEEDED

- Computer (laptop preferred), internet access, and ability to watch a PowerPoint
- **I can** statements on poster board or handout
- PowerPoint with self-guided activities (send link to participants one minute before entering session)
- <https://bit.ly/GADJC4L6>

## DELIVERY SUGGESTIONS

The suggested *time* for the following lesson is 45-60 minutes. Participants should have computers or phones with headphones and camera (laptops preferred) and a place to record. Maximum number of participants: 12-15 (space needed to record privately).

The following lesson is appropriate for:

- high school students
- adult learners

## INSTRUCTIONS

1. State and share **I can** statements with participants, so they will know the purpose of the lesson.
2. Begin the session by taking a selfie with the class. Then change the phone to record and ask them to tell you their name as you walk through the classroom. SAY: How many of you have taken selfies? Do you video yourself? Did you feel comfortable introducing yourself on our video? Today's lesson is going to be a self-guided activity to help you feel more comfortable in an online interview.

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3. **SAY:** To get started, everyone will need access to a PowerPoint. Check your emails for access. Let's load the PP for viewing on your device. After you can access the PowerPoint, you can proceed on your own. When you have finished, please give feedback on the session by completing a survey which I will send to your email. If you have any questions, I am available to help. Thank you for coming today.

*\*Remember to set up space for individual recording. This lesson works well remotely.*

Participant survey link:

**<https://conta.cc/3Cx9sSO>**

## RESOURCES

From THE BALANCE website of professionals:

- **<https://www.thebalancecareers.com/information-required-to-complete-a-job-application-2061573>**

Web sources include:

- **<https://www.ssa.gov/>**
- **<https://www.dmv.com/nc/north-carolina/renew-replace-id->**
- **<https://www.whitepages.com/>**

## LESSON CONTRIBUTOR

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