

Huntingdon Area High School



**Graduation Project
2020-2021**

Project Contents

Overview

Grading

Appendix A

Appendix B

Appendix C

Interview Tips

Overview

Members of the Class of 2021 are expected to complete a graduation project as part of the overall graduation requirements. This requirement can be fulfilled in one of the following methods:

Option 1: Written Review of Documents- Google Docs (Appendix A, B and C)

Option 2: Slide Show Presentation- Google Slides (Appendix A, B and C)

Option 3: Written or Slide Show (Appendix A and B) with an In-Person interview. This will include a panel of judges.

* All options must include a copy of learner's resume

Learners choosing Option 1 or 2 will complete Appendix A, B and C through either Google Docs or Slides.

If choosing Option 1, the learner will need to make a copy of the entire document and complete each item.

If choosing Option 2, the learner must answer all questions on created slides.

If choosing Option 3, the learner will still complete Appendix A and B on Google Docs or Sheets, but will complete the interview questions with community members and/or school personnel.

The graduation project must be submitted by 11:59 pm on May 21 in Google Classroom. If completing an in-person interview, we will be in touch with a specific date/time.

Before submitting, name the document using the format: Last name, First name- 2021 Graduation Project

(ex: Snare, Melanie- 2021 Graduation Project)

Grading Guidelines: 100 points total (must earn minimum of 60 points to pass)

Appendix A (30 points)- Answer "N/A" if not applicable

Notable Skills/Abilities- 10 points

Extracurricular Activities- 5 points

Awards/Honors- 5 points

Projects/Assignments Analysis- 10 points

Appendix B (30 points)

References- 10 points

Career Research- 20 points

Resume (15 points)

Appendix C (25 points- max 5 points per question) OR

In-person Interview (25 points based on answers to questions and overall interview skills)

Learner Name:

APPENDIX A

Huntingdon Area High School Graduation Project

Notable skills/abilities (10 points):

Extracurricular Activities (athletics, organizations, volunteerism in school and/or community)(5 points):

Awards and/or Honors (school and/or community)(5 points):

List 5 projects/assignments that you have completed throughout your high school career. Describe in a few sentences why you are highlighting each (what you liked, what you learned, challenges faced, etc) (10 points).

- 1.
- 2.
- 3.
- 4.
- 5.

Learner Name:

APPENDIX B

Huntingdon Area High School Graduation Project

- List two references below that you would use if interviewing for a job (10 points)**

1. Name:

Title/Organization:

Phone or email:

2. Name:

Title/Organization:

Phone or email:

- Attach copy of resume (15 points)**

- Provide the following facts for your current career choice- Information can be found at www.onetonline.org (20 points)**

Career Choice-

Tasks

Skills

Abilities

Work Activities

Education

Wages

Learner Name:

APPENDIX C

Huntingdon Area High School Graduation Project

Answer 5 of the 10 common interview questions listed below. Use complete sentences and proper grammar (5 points each).

1. Tell me about yourself.
2. In your school or personal life, what are you most proud of and why?
3. What is your greatest strength? What would you like to improve about yourself?
4. What is the most difficult situation you have ever faced? What did you learn from that experience?
5. What experiences throughout your high school career do you think have helped prepare you the most for your future?
6. If I asked your teachers about you, what would they tell me?
7. Where do you see yourself in 5 years?
8. Why should I hire you?
9. Why do you want this job?
10. How do you handle stress and pressure?

Interview Tips for Teens: How to Get a First Job

By: Amy Culver

5 tips to prepare for your first interview:

1. Don't be late!

First impressions matter. Even if it isn't your fault, your potential employer isn't okay with tardiness. It gives the impression that you aren't reliable and that you don't value others' time.

But seriously. You could lose a part-time job if you're as little as two minutes late.

Don't waste all of your hard work! Practice your route the day before the interview. This will help you determine the best time to leave on the day of the interview.

Get to your interview 15 minutes early. When in doubt, leave a little earlier.

2. Dress up

We get it. Some teens don't want to come off as too stuffy or overdressed in a job interview.

Sure, jeans and a t-shirt are comfy, but they don't give the best impression.

Regardless of what you'll be wearing at the actual job, dress up. It's okay to be a little casual, but leave the flip flops at home.

Instead, wear business casual attire.

Unless you're applying for an office support job or a prestigious internship, a suit is probably too much.

Wear khakis and a nice, collared shirt. A tailored top and knee-length skirt are also a good choice.

Remember to do the "shake test" before you leave home. Jump up and down and wiggle in front of the mirror to make sure you're appropriately dressed. When in doubt, cover up. Be careful if you're interviewing at a retail store. You don't want to wear clothes with a competitor's logo. So if you're interviewing at Hollister, don't wear your Abercrombie shirt.

3. Prepare, prepare, prepare

A hiring manager can tell when you've prepared for the interview. You're able to answer questions and even come off as more confident. Show that you're hireable by preparing ahead of time.

Know an overview of the company's history and what it sells. Remember the name of your interviewer and research them on LinkedIn. This shows that you have an interest in the company and the job.

Come with at least three follow up questions to ask your interviewer so it isn't a one-sided conversation.

But when we say prepare, we don't mean you have to write a script.

Be yourself! Job interviews are your chance to show employers what it would be like working with you. Show your real self so they can hire the real you.

This means you'll work at a job that values your true self, so it will be more fun to work there!

4. Watch your body language

Everybody gets nervous in job interviews. The key is to not *show* that you're anxious.

Do you have any nervous tics? Do you rub your arm, jiggle your foot or fidget with a pen?

Notice these behaviors so you don't drive your interviewer crazy.

Sit still during the job interview. Sit up straight, maintain eye contact and have a firm handshake.

Even if you feel like a nervous wreck, you want to look calm and professional.

5. Practice interview questions

Employers use your interview answers to gauge how successful you would be at the job. That's why it's so important to practice job interview questions beforehand.

Start practicing a week before your interview. Make a list of common interview questions and have a few answers prepared.

Here are some of the most common questions you'll encounter as a teen interviewee:

“Tell me a little about yourself.”

This question is tricky. They aren't asking about your pets or hobbies. Employers ask this question to get a high-level view of your skills, interests and experience.

Use this question to answer your plans for the present and the future. Keep your answer brief and relevant to the job to make a good impression.

“Why do you want to work for us?”

Even though the real answer might be “because I need money,” it's a chance to explain why you're a good fit for the job.

Why did you apply to this specific job? Do you admire the company? Are you a regular customer?

Answer the question to emphasize the talents that you could bring to the team.

“What extracurricular activities do you participate in?”

Now is when you get to talk about hobbies and clubs.

But don't go off on a tangent! Choose no more than three activities.

Each activity you list should reflect a skill the employer would find valuable.

If you're president of Spanish club, that would be a great way to talk about your language and leadership skills.

“Why should I hire you?”

This is the interviewer asking why you're the best choice out of all the applicants. It's a hard question to answer, but it's your chance to sell yourself and make a great impression.

Look at the job description and identify which duties you would excel at. Tie that into your answer to show that you'll not only fulfill the job requirements but exceed them.