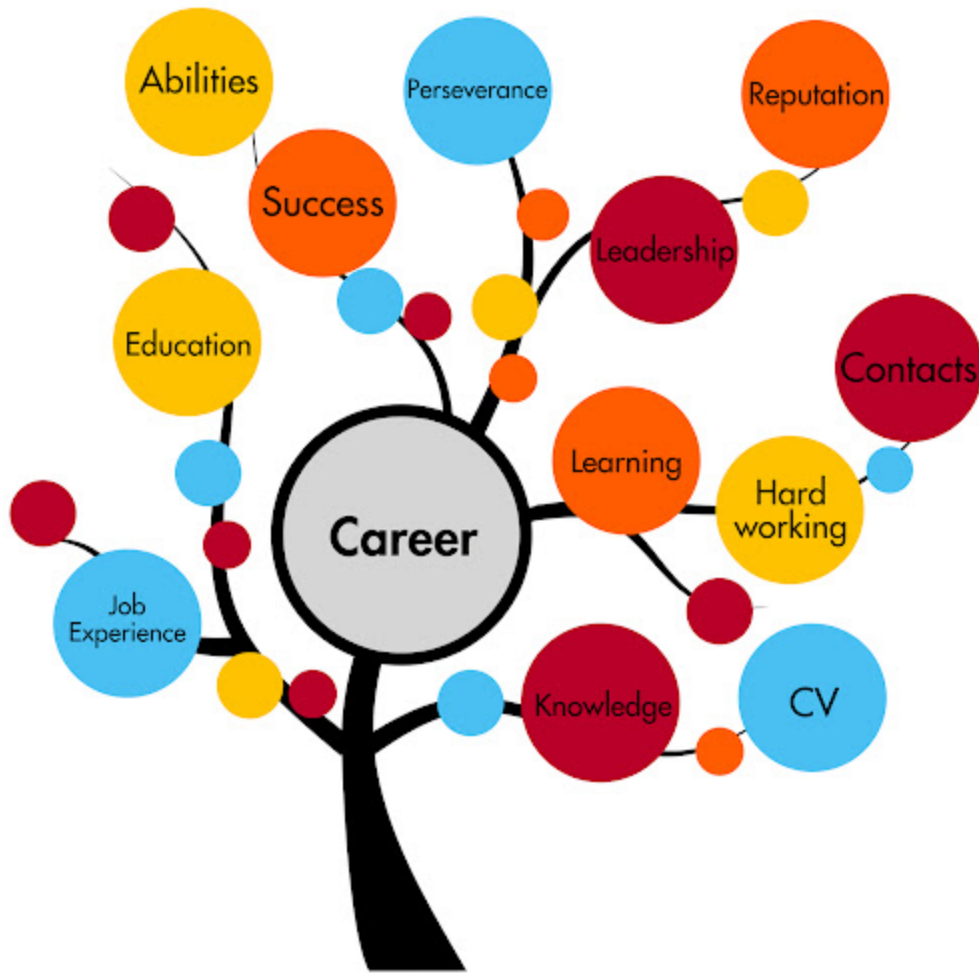


Huntingdon Area High School



Senior Symposium 2021-2022

Project Contents

Overview and Grading

Graduation Project Checklist

Section 1 - Portfolio Content

Section 2 - Career Research/Visual Display

Section 3 - Interview

Interview Tips

Graduation Project Grading Sheet

Overview

Members of the Class of 2022 are expected to complete a graduation project as part of the overall graduation requirements. The project includes a career portfolio and mock interview with evaluators from the community.

Please use the checklist on the next page to assist in making sure that all items and details are included in your career portfolio and during the interview process.

Grading Guidelines: 100 points possible (60 points to pass)

Section 1 - 25 points

Resume

Transcript

Performance Activities

Section 2 - 25 points

Career Research Display

Section 3 - 50 points

Mock Interview on Senior Symposium scheduled day

Graduation Project Checklist

Section 1 - Portfolio Content (25 points)

- _____ Half-inch or Inch Binder
- _____ Section 1 Resume (10 pts)
- _____ Section 1 Transcript (5 pts)
- _____ Section 1 Performance Activities (10 pts)

Section 2 - Career Research/Visual Display (25 points)

- _____ Career Research using websites for information to be used on your display
- _____ Tri-fold or Powerpoint displaying important information about your chosen career

Display must include: work activities, education/training, skills/abilities, wages, job outlook

Section 3 - Mock Interview (50 points)

You will be evaluated on the following aspects:

- INTRODUCTION
- DRESS
- BODY LANGUAGE
- VERBAL SKILLS
- VOICE

*Please dress professionally and conservatively as per guidelines! Examples include:

- Suit and tie
- Pants (dress, khakis, chinos) with blouse or dress shirt
- Skirts or dresses (must be appropriate school length)
- No flip-flops
- No jeans

SECTION 1- Portfolio Content

☐ Resume (10 pts)

- Education
- Work Experience
- Achievements or Skills
- Activities
- References

☐ Transcript (5 pts)

- (Guidance Department will provide one week prior to Symposium)

☐ Performance Activities (10 pts)

- Include 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).

SECTION 2 - Career Research/Visual Display

- ❑ **Display facts for your current career choice**
(Create a tri-fold or Google Slides presentation to display details)
 - Information can be found on sites such as:
 - <https://www.onetonline.org>
 - www.educationplanner.org
 - <https://www.careeronestop.org>
 - <https://www.asvabprogram.com>
 - Content Details should include (10 points total - 2 points each)
 - Work Activities
 - Education/Training Needed for the Career
 - Skills/Abilities
 - Wages
 - Job Outlook
 - Visual Display Appearance (5 points)
 - All content details included
 - Clearly organized
 - Neat
 - Presentation of Visual Display to Evaluators (10 points)

SECTION 3 - Interview

☐ Mock Interview Process

- **Introduce yourself**
- **Display Career Choice presentation and explain**
- **Evaluators will interview with questions and discussion
(see possible interview questions and tips listed below)**

Common interview questions:

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.

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 a 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.

Student Name: _____ Interviewer Name: _____

Career Choice: _____

Criteria	10 points	7 points	3 points	1 point	Score
Introduction	Enthusiastic greeting. Friendly. States full name	Greets the evaluators States full name	Dull greeting States first name only	Does not greet evaluators or introduce self Unfriendly, uncourteous	
Dress	Dress is professional, appropriate, clean, and pressed.	Clothes are clean and pressed, but not appropriate.	Clothes are clean but too casual.	Clothes are not clean or appropriate.	
Body Language	Is confident and enthusiastic. Firm handshake Consistently makes direct eye contact with the interviewer.	Is relaxed and at ease during the interview. Firm handshake Often makes eye contact with the interviewer.	Is mildly self-conscious and shy. Weak handshake Occasionally makes eye contact but does not sustain it.	Is extremely self-conscious and nervous. No handshake offered Avoids eye contact with the interviewer.	
Verbal Skills	Uses vocabulary appropriate to position. Uses full sentences.	Uses vocabulary appropriate to position but not always full sentences.	Mostly uses full sentences but uses slang.	Answers with one word and often uses slang.	
Voice	Good rate of speech. Effective volume and inflection.	Rate of speech is usually appropriate. Volume and inflection varied.	Rate of speech is sometimes slow/fast.	Low/Loud volume. Monotonous tone. Too slow/fast.	
Total Interview Score					

Overall Score Rubric

Section 1: Portfolio: _____ Resume (10 points)
 _____ Transcript (5 points)
 _____ Performance Activities (10 points)

Section 2: Tri-fold/Google Slides: _____ Content Details (10 points)
 _____ Visual Display Appearance (5 points)
 _____ Presentation of Visual Display (10 points)

Section 3: Interview: _____ Total Interview Score (50 points)

Total Score: _____ (60 is passing; Note: Each student is required to show a Portfolio and Tri-fold to pass)

Check One: _____ **Pass** _____ **Revise**

General Comments: