

Huntingdon Area High School



Graduation Project
2016-17

APPENDIX A

Huntingdon Area High School Graduation Project Portfolio Contents

Student Name: _____

STUDENT INSTRUCTIONS: Complete this self-assessment form and attach any relevant documents.

Current Career Choice: _____

List your skills/abilities:

List extracurricular athletics and/or organizations: (Note any offices held)

List any awards and/or honors attained throughout your high school career: (In and/or out of school)

List and include 5 projects and/or assignments/tests that you have collected throughout your high school career:

1. _____
2. _____
3. _____
4. _____
5. _____

APPENDIX B

Huntingdon Area High School Graduation Project Additional Required Items

- Resume (completed in 12th grade English class. Objective must match current career choice.)
- Transcript (will be handed out to all seniors in March.)
- Include 2 letters of recommendation OR list 2 references below.

- Display and explain your current career choice by decorating a tri-fold. If you would like to use something else, please seek approval from your guidance counselor.

THE INTERVIEW PROCESS

PURPOSE:

In a job interview, prospective employers are looking for the answer to one question: *“Why should I hire you?”* You, as the potential employee, must convince the employer that you can fill a particular need or vacancy, and at the same time, you should be trying to decide whether to accept a position if offered.

PREPARATION:

1. **KNOW YOURSELF** – Analyze your strengths and weaknesses, your background, your academic performance, your values, your career interests, and your personal goals and values. Think about the skills that relate to doing the job well and how you can demonstrate them. Be prepared to explain why you are applying for the position and why you are qualified for the job.
2. **KNOW THE ORGANIZATION** – Learn what you can about the company or agency. Read company literature and local newspapers, and talk to company employees (if possible). Find out all you can about the position for which you are applying. Know what questions you want to ask the interviewer.
3. **PROJECT A PROFESSIONAL IMAGE** – Dress appropriately for the job and the organization for which you are applying. Always emphasize the positive! Be assertive in answering questions. Project self-confidence. Most importantly, be yourself and relax! Think of the interview as simply a conversation between two people.

The Four Stages of Interviewing

- **RECEPTION/ACCEPTANCE** – In the initial stage you meet the interviewer, and the interviewer usually forms a first and very lasting impression. A firm handshake and direct eye contact are a must.
- **INFORMATION EXCHANGE** – During this stage the employer might tell you about the organization and/or the job. Questions will be asked to determine if you are qualified for the job and if you will fit into the overall organization.
- **YOUR TURN** – During this stage, you have the opportunity to ask questions to obtain information that you will need in order to evaluate the organization/company. Ask detailed questions, but avoid questions regarding salary, vacation days, benefits, etc. These questions may be asked at a later time—during a second interview or even after the job offer has been made.
- **CLOSING** – The final stage is when the interviewer indicates the interview is over. At this time you will find out when and how you will be informed about the outcome. If the interviewer does not offer this information, then it is up to you to ask what the next step is in the procedure.

FOLLOW-UP IS CRUCIAL...

A follow-up letter or thank you note after an interview is an essential part of the process. While it appears on the surface merely to express your appreciation for the opportunity to talk with the interviewer, it also serves to remind the interviewer of your qualifications and interest in the job or company by summarizing key points from the interview. Finally, it leaves a very favorable impression and could be the one factor that really makes you stand out from the crowd. It lets them know you are very interested in the position!

INTERVIEW CHECKLIST

- ✓ Wear appropriate clothing for the specific job.
- ✓ Arrive on time or 10 minutes early for the interview.
- ✓ Carry a notebook/pad for information and questions.
- ✓ Present an accurately completed application to the interviewer.
- ✓ Greet the interviewer with a firm handshake & excellent eye contact.
- ✓ Effectively and confidently describe your skills and abilities.
- ✓ Balance any negative information presented with positive information.
- ✓ Use carefully crafted statements and don't be afraid to pause.
- ✓ Maintain appropriate eye contact with the interviewer at all times.
- ✓ Demonstrate good posture during the interview.
- ✓ Use appropriate body language.
- ✓ Answer the question "Tell me about yourself" using professional or work-related information rather than personal data.
- ✓ Provide a convincing answer to "Why should I hire you?"
- ✓ Ask 3 appropriate questions when it is "your turn."
- ✓ Use a firm handshake with every interviewer at the closing.

What Not To Do In An Interview!

There's been a lot written about the job interview, mostly explaining what to do. Equally important, however, is a list of things **not** to do when being interviewed for a job. Here are some of those don'ts .

Don't Put Yourself Down!

You shouldn't brag about yourself in the interview – but, by the same token, you shouldn't put yourself down. Avoid negatives like “I often have trouble expressing myself in writing” or “some of this modern technology confuses me”. Instead think about your assets, and don't be afraid to cite them, such as “I finished in the top tenth of my class” or “I've always enjoyed promoting the causes I believe in”

Don't Relax Too Much!

An interview is a high-powered, important conversation, and even though you may like the interviewer and get along well with him or her, don't let your guard down. Sit up in your chair, rather than slouching back, and listen as intently as you can when the interviewer talks.

Don't Be Too Deferential!

You can put yourself down, very subtly by saying “sir” or “ma'am” too often. You want to appear ready to join the employer's organization as a colleague of the interviewer and come off in the interview as a person of stature, so set the tone in your conversation and attitude.

Don't Be Negative!

Above all else, only speak positively during the interview. Do not criticize educational institutions, former employers, or acquaintances (this does not mean you have to praise them). Think about some attributes about which you may speak positively, such as “It was a good place to learn the importance of customer relations”.

Don't Discuss Politics or Religion!

Since half of the people in the country probably differ with your political views, the odds of those views offending an interviewer are pretty steep. This is also not a good time to cite how your religious faith helped out during periods of stress in your life.

Don't Use Slang or Outdated Expressions!

Use of words like “nuts”, “crazy”, and “swell” imply that your vocabulary (and intelligence) may not be top drawer. Similarly, phrases like “mission accomplished” or “another way to skin the cat” make you sound dated and out of touch with today's employment world.

Top 6 Ways to get a Job Interview...

#1 Networking -Talk to your friends and relatives:

- ✓ Ask if their employers need someone with your skills or occupation. If someone says, "yes," ask them if they would give your resume to the hiring manager and set up a job interview for you. (Getting Started - Set a goal of talking to 5 people a day.)

#2 Send a letter and request an interview:

- ✓ 2/3 of all job hunters send letters asking for a job interview. The mail is a great way to reach a specific business or whole industry. It can put your resume directly in the hands of the manager. (Getting Started - Log onto 411.com or YellowBook.com.)

#3 Use the telephone to request an interview:

- ✓ On the flip side, hiring managers get lots of resumes in the mail, and lots of managers usually ignore them. You see, it is a game! Managers want to know if you really want to work for them. (Getting Started – Call before 10:00 a.m. Many managers attend meetings after that hour. There are telephone scripts to follow.)

#4 Answer help-wanted advertisements:

- ✓ The great thing about help-wanted ads is that the employers tell you exactly what they are looking for. (Getting Started – Do job hunting everyday. Check Sunday and local papers. Also check on-line help-wanted sections).

#5 Work the Internet:

- ✓ You have to visit lots of different sites to find the job you want. Even the biggest site doesn't list all the jobs. (Getting Started – Start with the large sites like Google.com, Monster.com, CareerBuilder.com, HotJobs.com. then go local).

#6 Register with an employment agency:

- ✓ Some businesses don't want to advertise t job openings, because they don't want to read piles of resumes or conduct interviews. Employment agencies to do it for them. (Getting Started – Contact CareerLink or other agencies.

Student Name: _____ Interviewer Name: _____

Career Choice: _____

Criteria	15 points	10 points	5 points	1 point	Score
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.	
Poise	Is confident and enthusiastic.	Is relaxed and at ease during the interview.	Is mildly self-conscious and shy.	Is extremely self-conscious and nervous.	
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.	
Eye Contact	Consistently makes direct eye contact with interviewer.	Often makes eye contact with interviewer.	Occasionally makes eye contact but does not sustain it.	Avoids eye contact with interviewer.	
Voice	Good rate of speech. Effective volume and inflection.	Rate usually appropriate. Volume and inflection varied.	Rate of speech sometimes slow/fast.	Low/Loud volume. Monotonous tone. Too slow/fast.	

Hand shake was: _____ Firm (5) _____ Weak (3) _____ Not Attempted (0)

Resume was: _____ Neat, complete, and on professional paper (5)
 _____ Neat, complete, but on copier paper (3)
 _____ Incomplete or not-available (0)

Portfolio was: _____ Neat, complete, and with many examples (5)
 _____ Neat, complete, and not many examples (3)
 _____ Incomplete (0)

Total Score: _____ (60 is passing; Note: Each student is required to show a Portfolio in order to pass)

Check One: _____ Pass _____ Revise

General Comments: