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## CAREER EDUCATION ACTIVITY

# Career Fair Interviewing and More

**Have you ever heard that it's the person best at getting a job that actually gets the job rather than it's the best person that gets the job? Many experts agree that this is true. This is why we put value on taking time to help youth build their interviewing skills.**

## About This Activity

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### Age:

Ages 14 to 19

### Objectives:

Participants will:

- Have fun!
- Understand the value in talking directly with professionals about their careers.
- Increase their career education knowledge by interviewing professionals.
- Learn how to conduct a career fair interview (informational interview) and practice interviewing for the career fair.
- Learn how to speak positively about themselves without "bragging."

### Learning and Life Skills:

- Perfecting a proper business handshake
- Acquiring and using information
- Conducting a career fair interview
- Communicating skills and abilities in a job interview setting

### Michigan Curriculum Framework:

The following Michigan benchmarks are addressed in this curriculum. More information can be found at

[http://www.michigan.gov/documents/MichiganCurriculum-Framework\\_8172\\_7.pdf](http://www.michigan.gov/documents/MichiganCurriculum-Framework_8172_7.pdf)

- Thinks analytically and creatively about important themes, concepts and ideas
- Uses the English language arts to identify and solve problems
- Uses the English language arts to understand and appreciate the commonalities and differences within social, cultural, and linguistics communities
- Understands and appreciates the aesthetic elements of oral, visual, and written texts
- Uses the English language arts to develop insights about human experiences
- Uses the English language arts to develop characteristics of lifelong learners and workers, such as curiosity, persistence, flexibility, and reflection
- Uses methods of social science investigation to answer questions about society
- Able to construct new knowledge for themselves through research, reading and discussion

## What You Will Need

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### Materials:

- Laptop, LCD and screen to show the PowerPoint
- Career Fair Interviewing and More PowerPoint and printed copy for each participant as a handout with notes
- Winning Job Interviews
- The Perfect Business Handshake Activity (Optional)
- The Perfect Business Handshake handout
- Career Fair Informational Interviewing Questions
- Sample Interview Questions
- Michigan 4-H Pathways to Career Education Resource List

### Time:

Time needed is determined by content selected. It takes 45 to 60 minutes to work through the PowerPoint.

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## Setting:

A classroom setting with moveable tables and chairs is ideal. The group will do small group activities.

## Procedure

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### Before the meeting:

Set up the laptop, LCD & screen & bring up the Career Fair Interviewing and More PowerPoint

Have these ready:

- Career Fair Interviewing and More PowerPoint printed as a handout with notes for each participant.
- Winning Job Interviews handout
- The Perfect Business Handshake handout
- Career Fair Informational Interviewing Questions— Make sure each participant has a copy for each professional they will interview and an extra to make additional copies to use for job shadowing or school career fairs.
- Sample Interview Questions handout
- Portfolio (Optional: Provide each participant with a vinyl portfolio to hold his or her interview forms. If the career fair is held in a room without tables, portfolios are helpful to use to write on. You may be able to get a local office supply store to donate them.)
- Michigan 4-H Pathways to Career Education Resource List

### During the meeting:

1. Pass out the Career Fair Interviewing and More Power Point handout.
2. Start the Career Fair Interviewing and More PowerPoint show and distribute appropriate handouts as you work through the show.
3. When you get to the business handshake, if there's time, use The Perfect Business Handshake Activity or just walk through The Perfect Business Handshake handout and have youth just practice once with the person next to them.
4. Continue the slide show incorporating the handouts as you move along.
5. Distribute the Michigan 4-H Pathways to Career Education Resource List.

## Try This, Too:

If time permits, have the group pair up and practice interviewing using questions from Career Fair Informational Interviewing Questions. This helps them become comfortable with the questions as well as playing both the interviewee and interviewer role.

## Talking It Over:

- Were you surprised by anything you learned from the PowerPoint?
- Was the difference between an informational interview and a job interview clear?
- Is the list of informational interviewing questions helpful?
- Whom do you think you might contact for an informational interview?
- Do you think you'll be more comfortable interviewing someone because of the time we spent today?

## For More Information

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To explore other Michigan 4-H Youth Development career development information, visit <http://4h.msue.msu.edu>. Click on the "Programs" tab then select "Careers."