

**Benton County High School Career Convention**  
***Student Information***  
LaSells Stewart Center / CH2M Hill Alumni Center  
Oregon State University

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**Students will participate in five key areas:**

- **Keynote Presentations:** There are two keynote presentations. During one of the presentations, students get to eat lunch.
- **Mock Interviews:** During one of the break-out sessions, students spend 30 minutes with two volunteers from the community. Students will be given 15 minutes per interview. The mock interviewing process will take place in LaSells Stewart Center. Go to the Tent to line up.
- **Career Occupation Panels:** During three of the break-out sessions, students attend career occupation panels. Each panel has three speakers. For example, if a student chooses protective services, a police officer, fireman, and EMT will speak during the session. During this time, speakers provide students with a snapshot of a typical day in the life of that profession – what type of education is required for the field, words of advice, etc. A five minute Q&A will be available for students at the end of the session. **FILL OUT THANK YOU CARD AND GIVE TO THE PERSON LISTED ON YOUR SCHEDULE.**
- **Business Booths:** Students will visit with three business booths.

**Prior to Departure:**

- **Thank You Cards:** Thank you cards are pre-arranged for one career speaker to thank. Two thank you cards go for your Mock Interviewers. Those are filled out right after the Mock Interview at tables provided.
- **Paperwork:** All mock interview papers and resumes will be collected after the mock interview process in the hallway outside of mock interviews. To receive credit, all additional paperwork must be turned in at school.
- **Event Evaluation:** Evaluations will be given out either at school or students will be instructed to do them on-line.

Student name \_\_\_\_\_

School \_\_\_\_\_ Advisor \_\_\_\_\_

## Career Speaker Reflections

What 3 items did you learn from the keynote speaker's presentation?

1. \_\_\_\_\_

2. \_\_\_\_\_

3. \_\_\_\_\_

How will you use the presentations to help you with your career selection in the future?

\_\_\_\_\_

\_\_\_\_\_

### Career Speaker #1

Presenters Names \_\_\_\_\_

What 3 items did you learn from the keynote speaker's presentation?

1. \_\_\_\_\_

2. \_\_\_\_\_

3. \_\_\_\_\_

Still interested in this career option? Yes No Why? \_\_\_\_\_

### Career Speaker #2

Presenters Names \_\_\_\_\_

What 3 items did you learn from the keynote speaker's presentation?

1. \_\_\_\_\_

2. \_\_\_\_\_

3. \_\_\_\_\_

Still interested in this career option? Yes No Why? \_\_\_\_\_

### Career Speaker #3

Presenters Names \_\_\_\_\_

What 3 items did you learn from the keynote speaker's presentation?

1. \_\_\_\_\_

2. \_\_\_\_\_

3. \_\_\_\_\_

Still interested in this career option? Yes No Why? \_\_\_\_\_

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### Career Convention Booth Reflections

Name of Business \_\_\_\_\_

What did you learn? \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Name of Business \_\_\_\_\_

What did you learn? \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Name of Business \_\_\_\_\_

What did you learn? \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

## **Mock Interview Event ~ OSU Ch2M Alumni Center**

### Purpose:

To provide all 11<sup>th</sup> Graders with a least one realistic practice interview. This is part of the Oregon Department of Education Career Related Learning Standards for all students in the 11<sup>th</sup> grade.

### Interview Process:

- **Start:** When ready for a student, stand and signal the coordinator.
- **Intro:** Remain standing for introductions with student. Invite student to be seated and ask for students resume.
- **Resume:** Ask student to complete the header portion of the student evaluation form while your review the students resume.
- **Interview:** Ask approximately 4 or 5 questions from interview question sheet.
- **Debrief:** Notify student when interview segment is complete and begin to debrief. Try to be as candid as possible in your feedback to the student. This is their one risk-free opportunity for honest assessment. Use at least 10 of the 15 minutes to get to know the student and future goals.
- **Wrap-up:** Thank and dismiss the student. Complete the student evaluation form and keep it with their resume and place the paperwork at the edge of your table. Runners will come collect the information.
- **When ready for next student, start process again!**

### Interview Questions

What do you like best (or least) about school?

Describe your attendance record at school this year? How many days have you missed?

What extracurricular activities do you enjoy most?

Describe a recent conflict you've had with someone and how you resolved it.

What special talents or skills do you bring to the workplace?

What three words would you use to describe yourself and why?

What is your greatest strength? Weakness?

What are your career goals? What have you done to help you reach that goal?

What are the characteristics of "your perfect job"?

What would you consider your greatest accomplishment? Worst failure? Why?

What experience do you have in the workplace?

What would your last employer/teacher/counselor tell me about you, if they were here?

Describe a really successful team/club you were a part of and how you contributed to that success.

# Mock Interview Reflection

Your Name: \_\_\_\_\_ Graduation Year: \_\_\_\_\_

Name of Interviewer \_\_\_\_\_ Date: \_\_\_\_\_

Business/Occupation: \_\_\_\_\_

School You Attend: \_\_\_\_\_

Now that your mock interview is over please use this space to reflect on how you did. Write at least a couple of paragraphs about what you did right, what you did wrong, and what you would do differently next time around.

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Please include a reflection paragraph on how you were dressed. Was it appropriate or would you change something now that tis experience is over?

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## Mock Interview Event - Student Evaluation High School Career Convention

**Student Name:** \_\_\_\_\_

**Student High School:** \_\_\_\_\_

**Graduation Year:** \_\_\_\_\_

**Advisor at School:** \_\_\_\_\_

	Low				High
<b>1) Body Language</b>					
Friendly, professional demeanor	1	2	3	4	5
Firm handshake	1	2	3	4	5
Good Posture	1	2	3	4	5
Eye contact	1	2	3	4	5
<b>2) Verbal Communication</b>					
Answered questions thoroughly	1	2	3	4	5
Balanced the talking: not too much	1	2	3	4	5
Was able to think quickly (no uh's)	1	2	3	4	5
Keep slang out of the conversation	1	2	3	4	5
<b>3) Appearance</b>					
Dressed in business attire	1	2	3	4	5
Wore tasteful jewelry/accessories	1	2	3	4	5
Was well groomed (hair/makeup/cologne)	1	2	3	4	5
<b>4) Resume</b>					
Organization of information	1	2	3	4	5
Detailed with adequate information	1	2	3	4	5

**5) Additional Comments:**

Interviewer Name (print): \_\_\_\_\_

Interviewer Signature: \_\_\_\_\_

**Mock Interview Event - Student Evaluation  
High School Career Convention**

**Student Name:** \_\_\_\_\_

**Student High School:** \_\_\_\_\_

**Graduation Year:** \_\_\_\_\_

**Advisor at School:** \_\_\_\_\_

	<b>Low</b>			<b>High</b>	
<b>1) Body Language</b>					
Friendly, professional demeanor	1	2	3	4	5
Firm handshake	1	2	3	4	5
Good Posture	1	2	3	4	5
Eye contact	1	2	3	4	5
<b>2) Verbal Communication</b>					
Answered questions thoroughly	1	2	3	4	5
Balanced the talking: not too much	1	2	3	4	5
Was able to think quickly (no uh's)	1	2	3	4	5
Keep slang out of the conversation	1	2	3	4	5
<b>3) Appearance</b>					
Dressed in business attire	1	2	3	4	5
Wore tasteful jewelry/accessories	1	2	3	4	5
Was well groomed (hair/makeup/cologne)	1	2	3	4	5
<b>4) Resume</b>					
Organization of information	1	2	3	4	5
Detailed with adequate information	1	2	3	4	5

**5) Additional Comments:**

Interviewer Name (print): \_\_\_\_\_

Interviewer Signature: \_\_\_\_\_

