



**International Center
for Leadership
in Education**



Gold Seal Lesson:

Copernicus Education Gateway

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Grade Span			ICLE Application Model			
<i>K-4</i>	<i>5-8</i>	<i>9-12</i> <i>X</i>	<i>A</i>	<i>B</i>	<i>C</i>	<i>D X</i>

Instructional Focus:

Speaking

Students speak for a variety of purposes and audiences with sophistication and complexity appropriate to the grade level

Performance Task

Having assessed their own personal qualities, personal skills and job skills, students will compose a current resume. Students will complete a peer interview with a classmate using a list of commonly asked job interview questions and then complete a formal interview with the instructor. Each student who successfully completes a resume, a peer interview and an instructor interview is then matched by the instructor with a professional in his/her area of future career interest. The instructor invites these local business professionals into the school for "interview morning" (generally held from 7:30 am until 11:30 am in the school library) to put each student through a mock professional interview. Prior to this day, each student will have sent his/her interviewer a cover letter and a copy of his/her resume. We also send the interviewer a list of suggested (but not required) interview questions along with a sample of the scoring rubric. On the day of the interview (each lasts about 20-25 minutes), each student is expected to demonstrate his/her full knowledge and understanding of the interview process as the interviewer from the community will assess him/her on everything from appearance and knowledge of the profession to articulation and poise using a scoring rubric we provide. We try to match student and interviewer as closely as possible. Some interviewers may come in to speak with only one student; others, in more popular fields, may conduct two or three. Following the interview, each student is responsible for sending his/her interviewer a follow-up letter. Each student also completes his/her own self-assessment following the interview.

ICLE Essential Skills

Present information in well-organized fashion that will be clear to the target audience (ela 11)

Apply rules of appropriate diction, grammar, and usage in formal speaking situations (ela 13)

Express opinions clearly and forcefully without interrupting or insulting others (ela 16)

Understand the nature and purpose of and be able to word process a variety of formats including ... business letters and resumes (ela 30)

Scoring Guide:

Interview Evaluation

Name:	Date:
Position Desired:	Evaluator:

Rate Each Candidate in Each Given Category:

	Points Awarded	Category (Points)
Appearance		Inappropriate attire for the workplace (1) Poor grooming (2) Neatly groomed (3) Well groomed (4) Very professionally dressed (5)
Personality		Disagreeable/negative attitude (1) Somewhat unpleasant (2) Agreeable (3) Pleasant (4) Very pleasant, outgoing personality (5)
Poise		Lacks confidence, slouches, little eye contact (1) Uncertain, poor posture, fidgets (2) Seems confident (3) Reflects confidence, good posture (4) Highly confident, Assertive (5)
Motivation		None, seems disinterested/bored (1) Little interest in position (2) Sincere desire to work (3) Strong interest in position, asks questions (4) Highly motivated, asks many questions (5)
Verbal Communication		Confused with poor vocabulary (1) Unorganized ideas, hesitates frequently (2) Expresses ideas adequately (3) Speaks, thinks clearly with confidence (4) Excellent command of language (5)
Job Knowledge		None (1) Needs much information about the fields (2) Seems vague on profession's requirements (3) Has a basic understanding of the profession (4) Highly knowledgeable about the profession (5)
Total Score out of 30 Points		
Comments:		

Keywords

English Language Arts	Mathematics	Science
Reading	Algebra	Earth Science
Writing Careers Correspondence	Geometry	Life Science
Communications Audience Body Language Interviewing	Statistics	Chemistry
Literature	Calculus	Physics
Other Resume Cover Letter Follow-up Letter	Trigonometry	Other
	Other	