

Communication Skills
Mock Interview
Lesson Plan

<u>Objective:</u> Participants will go through a mock Interview drive experience	
<u>Total Time:</u> 90 Minutes	
<u>Material required:</u> NA	
<u>Instructor Note:</u> This session is the last session of the communication skills module and will be followed by a feedback session to end the module. This session has to be organized professionally so students can get to experience a simulated interview. Important note: <ul style="list-style-type: none"> ● participants have to be informed about this session in advance ● they should be informed to come dressed formally ● arrangements to record all the interviews should be made ● if possible, someone else should conduct the interviews and trainer should just organise everything 	
<u>Opening Protocol:</u> <ul style="list-style-type: none"> ● Greet the participants ● Take attendance ● In pairs, ask participants to share with each other how they are feeling ● Recap the previous session by asking 1-2 participants to share with the class, what they learnt and did in the previous session 	5 Minutes
<u>Activity: Mock Interviews</u> Depending on the availability of trainers, this session can be done in 2 ways:- <u>Way 1:</u> <ul style="list-style-type: none"> ● A schedule is created to have one on one interviews with each student by a trainer or by trainers from other cohorts. ● Number of trainers needed can be decided based on time and number of students, ensuring that each participant gets at least 10 minutes for interview ● Interview question sets and scoring sheets should be given to each trainer at least a day in advance <u>Way 2:</u> <ul style="list-style-type: none"> ● Divide the students in the groups of 4 participants each ● Ask students to name themselves as A, B, C and D ● Give each student 3 copies of the scoring sheet ● Ask them to read the scoring sheet, make sure they understand each and every part of it ● Give them interview question sets to be used for mock interview ● Every student will appear for a mock drive and the other 3 will become the interview panelists. For eg- when A will appear for 	80 Minutes

<p>interview B,C and D will become panelist and they will record the scores and subjective feedback for interviewee</p> <ul style="list-style-type: none"> • Every student will give a 15 minutes interview. Monitor the time • Trainer will move around the class to ensure that students are doing the activity seriously 	
<p><u>Closing Protocol:</u></p> <ul style="list-style-type: none"> • Thank the participants for their time • Announce the next time you will be visiting them • Share the topic of the next session • Collect 1-2 most interesting activity sheets/artefacts from students and show to Nodal officer and institution head after session • Click pictures of the artefacts for documentation 	5 Minutes

Interview Questions

SET 1-

- Tell me something about yourself
- How did you hear about this position
- What do you know about the company
- Why do you want this job

SET 2-

- Why should we hire you
- What are your greatest professional strengths
- What do you consider to be your weakness
- What is your greatest professional achievement

SET 3-

- Tell me about a challenge or conflict you've faced in college, and how you dealt with it.
- Where do you see yourself in 5 years
- What is your dream job
- What type of work environment do you prefer
- How do you deal with a pressure situation

SET 4-

- What are your salary requirements
- What do you like to do outside of work
- What do you think we as a company can do better
- Do you have any questions

Scoring & Feedback sheet

Rating scale:

- Accomplished satisfactorily: 4
- Need some improvement: 3
- Need major improvement: 2
- Unsatisfactory performance: 1

PARAMETERS	Participant 1	Participant 2	Participant 3
Formal Dress (scores)			
Remarks			
Resume (scores)			
Remarks			
Body Language (scores)			
Remarks			
Clarity of thought (scores)			
Remarks			
Etiquette/professionalism (scores)			
Remarks			
Communication skills (in any language)			
Remarks			
Use of English language			
Remarks			
Confidence (scores)			
Remarks			
Learning Agility & Grit (scores)			
Remarks			