

Interview Skills Lesson Plan (45 Minutes)

Printable Activity Pack for School Counselors, CTE Teachers & Career Readiness Teams

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What's inside: Lesson overview • Minute-by-minute script • STAR prompt sheet • Question bank • Mini rubric • Reflection exit ticket

Fast Setup (2 minutes)	Print pages 2–5 for students. Keep this page for the facilitator.
Best for	Advisory • Career readiness class • CTE pathway • Small group
Outcome	Students practise 2 interview answers using STAR and leave with 1 clear improvement goal.

Facilitator Lesson Plan (45 minutes)

Grade levels: 7–12 (easy to adapt) **Materials:** this pack, timer, pens/pencils

0–5 min	Warm-up – “What makes someone sound confident in an interview?” (3–5 responses).
5–12 min	Mini-lesson – Teach STAR (Situation → Task → Action → Result).
12–27 min:	Practice Round 1 – Pairs, 1 question each, feedback using mini rubric (1 strength + 1 next step). Swap roles.
27–40 min:	Practice Round 2 – Repeat one answer and improve ONE thing: detail, STAR clarity, or delivery.



Fast version (25 minutes): 5 min STAR + 15 min one practice round + 5 min exit ticket.

Student Handout: Interview Skills in One Page



Goal: Practise 2 answers using STAR and leave with 1 improvement goal.

1) STAR in plain English

Situation: What was happening?

Task: What did you need to do?

Action: What did you do (specifically)?

Result: What happened? What did you learn?



Keep your answer to about **60–90 seconds**.
Finish with a result or lesson learned.



2) Quick practice rules

- Answer the question that was asked.
- Use one real example (school, clubs, sports, family responsibilities, volunteering).
- Speak clearly: slow down, pause, and breathe.
- End by asking one good question.

STAR Prompt Sheet (Printable)

Use this to plan one strong example before a mock interview.

Situation (What was happening?)	
Task (What did you need to do?)	
Action (What did you do? Be specific.)	
Result (What happened? What did you learn?)	



Optional upgrade: Add one sentence that connects your story to the role/program you want.

Interview Question Bank (Printable)

Pick 1–2 questions for practice today.

- Tell me about yourself.
- Why do you want this role/program?
- Tell me about a time you worked on a team. (STAR)
- Tell me about a time you solved a problem. (STAR)
- What's a strength you're proud of?
- What's one thing you're working to improve?
- How do you handle feedback?
- Why should we choose you?
- Tell me about a time you showed responsibility.
- What questions do you have for us?

Student notes (optional):

Mini Rubric + Reflection Exit Ticket

Use this for fast, consistent feedback (1 strength + 1 next step).

Category	Needs Work	Developing	Strong	Excellent
Structure (STAR)				
Specificity (details)				
Delivery (clarity)				

Feedback (circle/complete):

One thing I did well:	
One thing I will improve next time:	
My next step:	