



# Supplemental Activities and Ideas

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## ABOUT SUPPLEMENTAL ACTIVITIES AND IDEAS

This toolkit provides ideas and resources for providing the best possible THINK Careers experience for your students. The Single Class and Multiple Hour activity guides and workbooks provide a great foundation for event participation and an easy to implement option for teachers and counselors. Remember, we have provided Word documents for each resource so feel free to add them to your learning management system or add activities or requirements when needed.

## INCLUDED ACTIVITIES AND IDEAS

- **Ideas for a Hybrid Event**
  - If your students are currently going to school in-person, you might consider making THINK Careers a hybrid event. We have provided a number of ideas to help you make the event more engaging!
- **THINK Careers Bingo**
  - This fun activity helps students understand the many applications for any career by having them identify companies that hire specific positions listed on the BINGO card.
- **Mock Interview Lesson and Practice Questions**
  - Mock interview sessions in the event platform are limited to 25 participants per session. Consider hosting your own virtual or in-person mock interview lesson during THINK Careers. We have provided all of the resources you need!
- **Post-Event Reflection Activity**
  - A short reflection activity designed to help students build upon their experience at THINK Careers.

## IDEAS FOR A HYBRID EVENT

- Consider setting up a theater or auditorium to allow students to watch panel discussions or participate in soft skills workshops together. Reflect as a group after each session.
- Set up an in-person mock interview station using the materials provided in this toolkit. Have students practice answering questions and providing feedback to each other.
- Let students reflect creatively by drawing a picture or creating a collage reflecting their goals for the future. Create a gallery in the hallway to display student contributions.
- Use the JA Curriculum provided on the site to host a career clusters workshop or a resume workshop on the day of the event.

**THINK CAREERS BINGO**

As you search through the BOOTHS in the EXHIBITOR HALL, look for companies that match the descriptions in the squares below. When you find a match, write the name of the company in the square. You can only use each company once. You can learn the necessary information by reading information in the booth or by asking the booth representatives questions through chat.

PROVIDED A SAMPLE JOB DESCRIPTION FOR AN ENTRY LEVEL JOB.	IS A NATIONAL COMPANY.	MANUFACTURES OR SELLS FOOD PRODUCTS.	PROVIDES ONGOING PROFESSIONAL DEVELOPMENT FOR EMPLOYEES.	EMPLOYS RESEARCH AND DEVELOPMENT PROFESSIONALS.
POSTED A POSITION THAT REQUIRES A LOT OF MATHAMATICAL KNOWLEDGE.	IS A LOCAL, STATE, OR FEDERAL GOVERNMENT AGENCY.	EMPLOYS PROFESSIONALS THAT WORK IN SUPPLY CHAIN POSITIONS.	PROVIDES BENEFITS OTHER THAN HEALTHCARE FOR ITS EMPLOYEES.	PROVIDES SERVICES IN THE FINANCE INDUSTRY.
IS A SCHOOL, COLLEGE, OR UNIVERSITY.	MAKES OR MANUFACTURES A PRODUCT.	 FREE SPACE	HIRES POSITIONS IN THE ARTS.	POSTED A POSITION THAT REQUIRES STRONG WRITING SKILLS.
HIRES APPRENTICES.	PROVIDES A SERVICE TO ITS CLIENTS.	IS A PROFESSIONAL ASSOCIATION FOR AN INDUSTRY.	EMPLOYS OR TRAINS PROFESSIONALS WHO WORK IN TRADES.	PROVIDES A UTILITY OR CRITICAL SERVICE TO THE COMMUNITY.
EMPLOYS ENGINEERS.	IS A NONPROFIT AGENCY.	PROVIDES PRODUCTS OR SERVICES IN THE AGRICULTURAL INDUSTRY.	HIRES OR TRAINS MEDICAL PROFESSIONALS.	PROVIDES SERVICES TO OTHER BUSINESSES OR ORGANIZATIONS.

## MOCK INTERVIEW ACTIVITIES

Help students practice their interview skills by working through the following Mock Interview activities. Mock interview activities include:

**Activity 1:** Phases of the Interview Process - A discussion-based activity

**Activity 2:** Pop Interview – A fun competitive game. Kind of like job interview Apples to Apples with some role-playing.

**Activity 3:** Interview Practice – A list of job interview questions that allow students to practice interviewing with their peers and provide feedback to each other.

### ACTIVITY 1: PHASES OF THE INTERVIEW PROCESS

**Directions:** Ask the students the questions provided for each of the interview phases. Allow students to think about each question and list their answers out loud or write them down in small groups to see how many they can come up with. Discuss any tips students might miss or that they have questions about.

#### STEP 1: Before the Interview

*Question: What steps should you take prior to your interview?*

- Do your homework. Learn as much as you can about the position and the company.
- Think about your qualifications and the reasons you will be good at the job. Remember to look at the skills and experience you have acquired in your life (through sports, school, volunteering, babysitting, prior jobs, etc.) and how the skills you earned might prepare you for the job you are interviewing for.
- Reflect on the reasons you might want the job. You should be able to express this in an interview.
- Tackle the logistics. Make sure you know exactly where the interview is, when the interview is, and who you are supposed to meet. Take steps to make sure you can arrive 10-15 minutes before the interview.
- Think about how you will present yourself. Make sure your appearance is neat and clean. As a general rule, dress one or two steps above the position you are applying for.

#### STEP 2: The Start of the Interview

*Question: What should you do when you arrive at and first start your interview?*

- Check in at the interview location. Tell the front office staff your name, that you are there for an interview, who you are interviewing with, and what time your interview is scheduled for.
- Your interview might be with one or more people. When you enter the room make sure to introduce yourself, greet each member of the interview team, and attempt to remember each persons' name.
- Consider your body language. Don't chew gum, sit up straight, and try not to fidget. Remember to smile!

#### STEP 3: The Interview

*Question: What should you consider during your interview?*

- Stay positive. You are awesome and chances are, for entry level positions, they are looking for someone who is positive and confident in themselves.
- Express your willingness to learn. Even if you don't have specific answers or examples for a question, let the employer know that you are eager to learn new skills.
- If you don't understand a question, it is ok to ask the interviewers for further explanation.
- It is ok to take time to think about your answer and construct your thoughts.
- When possible, provide examples in your answers that show the employer you can connect your prior experience to the job you are applying for.
- Be careful of talking negatively about former employers, discussing information that is too personal, or discussing salary and benefits unless initiated by the interviewer.

#### STEP 4: End of the Interview

*Question: What steps should you take as you conclude your interview?*

- The interviewer/s will almost always ask if you have any questions at the end of the interview. Make sure you have a question prepared. Asking questions shows that you are interested in the job and eager to learn.
- Remember, if you are offered the job immediately, that does not mean you have to accept immediately. Get the facts, ask for a deadline, and make sure you know how to get back to the employer with your answer. You want to make sure the opportunity is good for you before you commit. It will cause the employer less stress and resources if you take the time to make a thoughtful decision.
- Feel free to ask for a timeframe for the employers' decision on hiring. Most likely they will have an idea of when they expect to decide on a candidate. This will save you from unnecessary stress, especially if they have interviews scheduled throughout the week.
- Thank the interviewer/s for their time and let them know you are excited to hear from them about the position. Shake each of the interviewer's hands. Look them in the eye and make sure to smile.

#### STEP 5: Interview Follow Up

*Question: What should you do after the interview?*

- Send the interviewer/s a thank you letter (email is ok) soon after the interview.
- Follow up with the company if you have not heard from them after the decision date they mentioned in the interview. Keep it professional.
- If you do not get the job, thank the company for their time and let them know you are interested in any positions that might open up in the future.

*Adapted from the "South Dakota Career Advisor's – Interview Lesson Plan. The original lesson can be found at [dlr.sd.gov/workforce\\_services/individuals/career\\_launch](http://dlr.sd.gov/workforce_services/individuals/career_launch)*

#### ACTIVITY 2: POP INTERVIEW GAME

**Directions:** This game is designed to teach students how to think on the spot during an entry-level interview and apply experiences to positions that might not align 100% with their skillset. Prior to the session, cut the grid below into squares. Divide the squares into two piles, the red squares being jobs and the green squares being skills or experiences. Divide students into groups of 4-5. Have one student per round play the role of the interviewer. The rest of the students will be the interviewees. Have the interviewer pick a red card and share the job with the interviewees. Have each interviewee pick a green card and think for a minute about how the experience or skill they have been assigned would help them be successful in the position. Interviewees will take turns answering two questions. 1) Why did you apply for this job? 2) Why do you think you would be a good candidate for this position? Interviewees should use creativity and abstract thinking to connect their assigned skill to the job. Once each of the interviewees has had a chance to share, the interviewer will select a "successful candidate" and explain why they made their decision. The "selected candidate" keeps the job card. At the end of the time, the interviewee with the most job cards wins the game.

<b>Position:</b> Front Counter Assistant <b>Business:</b> Bert's Pet Shop <b>Responsibilities:</b> Keep a clean and orderly front counter, cashiering, customer service, stocking shelves, cleaning cages	Showed horses in 4-H competitions	Play on my high school basketball team
<b>Position:</b> Babysitter <b>Business:</b> Mr. and Mrs. Taylor's House <b>Responsibilities:</b> Evening and weekend babysitting for two kids (7 and 8 years old), homework assistance, possible light cooking and cleaning	Worked part-time at my uncle's auto shop	Babysat for my neighbors

<p><b>Position:</b> Barista</p> <p><b>Business:</b> Mocha Joe's Coffee Shop</p> <p><b>Responsibilities:</b> Taking customer orders, preparing drinks and food, cashiering, cleaning and organizing</p>	On the honor role	Volunteered at the community food bank
<p><b>Position:</b> Library Assistant</p> <p><b>Business:</b> City Library</p> <p><b>Responsibilities:</b> Using computer system to check books in and out, returning books to shelves, assisting community members with finding books</p>	Help my family on their farm or ranch	Recently got my driver's license
<p><b>Position:</b> Car Wash Attendant</p> <p><b>Business:</b> Clean and Shine Quick Wash</p> <p><b>Responsibilities:</b> Assisting customers in selecting a car wash package, cashiering, drying cars, washing windows</p>	Always punctual	Worked at a camp during summer break
<p><b>Position:</b> Sales Associate</p> <p><b>Business:</b> JG Quarter's Clothing Store</p> <p><b>Responsibilities:</b> Assisting customers in locating and selecting items, cashiering, folding and sorting products</p>	Worked at the booster food booth during the fair	Applied for and was selected to attend a statewide student leadership event
<p><b>Position:</b> Front Counter Associate</p> <p><b>Business:</b> Burger Bliss Fast Food Restaurant</p> <p><b>Responsibilities:</b> Taking customer orders, preparing drinks and food, cashiering, cleaning</p>	Recently finished my CNA certificate	Want to go to college next fall
<p><b>Position:</b> Marketing Assistant</p> <p><b>Business:</b> Franky's Landscaping</p> <p><b>Responsibilities:</b> Distributing flyers at events and community locations, customer service, preparing print and social media advertisements</p>	Made calls to get donations for a school fundraiser	Volunteer at the visitor's desk at the hospital
<p><b>Position:</b> Sales Associate</p> <p><b>Business:</b> Energex Call Center</p> <p><b>Responsibilities:</b> Making phone calls to potential customers, processing orders through a computerized system, answering customer questions about products</p>	Help my aunt clean office buildings on the weekends	Mow lawns in the summer to make extra money
<p><b>Position:</b> Server</p> <p><b>Business:</b> Country Pantry Restaurant</p> <p><b>Responsibilities:</b> Taking orders, providing quick and friendly service to customers, cleaning tables</p>	Took a dual credit English 101 class and got an A	Had perfect attendance in school
<p><b>Position:</b> Housekeeping Attendant</p> <p><b>Business:</b> Comfort Eve Hotel</p> <p><b>Responsibilities:</b> Assisting with maintenance of hotel rooms, cleaning and housekeeping, completing work logs</p>	Made a product in a CTE course in school	Worked part-time at the local coffee shop
<p><b>Position:</b> Data Entry Clerk</p> <p><b>Business:</b> Yo-Yo's and Things Online Toy Shop</p> <p><b>Responsibilities:</b> Entering customer order and shipping information into a computerized system, assisting with filing and shipping</p>	Spend a lot of time on social media	Take care of my neighbors' dogs when they are out of town
<p><b>Position:</b> After-School Tutor</p> <p><b>Business:</b> Prestige Education Center</p> <p><b>Responsibilities:</b> Tutoring students in a variety of subjects, providing updates to parents, documenting student progress</p>	Worked as a front office aid one class period a day at my school	Know how to use Microsoft word, excel, and power point
<p><b>Position:</b> Customer Service Associate</p> <p><b>Business:</b> Gamer's Paradise</p> <p><b>Responsibilities:</b> Cashiering, assisting customers with troubleshooting issues with games or consoles using the customer assistance technical manual, stocking shelves and checking in inventory</p>	Get good grades in math and helped tutor younger students in their math classes	Pretty good with technology especially setting up audio visual equipment

<b>Position:</b> Assembly Technician <b>Business:</b> Very Fine Furniture and Accessories <b>Responsibilities:</b> Locating and compiling customer orders, assembling furniture and accessories according to product recommendations		Volunteered in the children's program at my church	Raised my grades from b's and c's to a's and b's between last school year and this school year
Received a high score on my ACT/SAT exam	Helped organize a community yard sale	Organized a car wash for a school club	Was the treasurer of my school club
Made the program for and helped promote our school play	Did a presentation with visuals for my senior project class	Make and sell items in an online store	Enjoy planning parties and events

### ACTIVITY 3: MOCK INTERVIEW PRACTICE

**Directions:** Divide students into pairs or small groups. Have students come up with a job that they might apply for now or in the near future and take turns answering questions out loud and providing feedback to each other.

Tell me about yourself.	What are your short-term and long-term goals?	Why are you interested in this job?	What are your greatest strengths?
In what areas do think you could improve as an employee?	Why should I hire you for this position?	What did you like most about your last job? What did you like least?	Tell me about your last supervisor or someone you worked with who had a supervisory role.
Describe a situation where you had to collaborate with a difficult person.	Describe a difficulty or challenge you have faced and how you approached it.	Describe a situation when you took initiative.	How do you handle stress or times of higher pressure?
Describe how you might handle a conflict with a coworker.	What are three positive attributes that you would contribute to the workplace?	Who is your greatest role model and why?	How would you handle a situation in which you disagreed with your supervisor?
Why do you think you would make a good teammate?	What characteristics do you value in a coworker?	What prior experience do you have that you think would apply to this position?	Describe how you learn best.

**THINK CAREERS – POST EVENT REFLECTION ACTIVITY**

**THINK CAREER REFLECTION ACTIVITY**

**Directions:** Hopefully you learned something new during your time at THINK Careers. Maybe, you learned about a career that you would like to know more about. Maybe, you confirmed that your current post-high school goals are something you still want to pursue. Either way, it is never too early to start taking steps towards your future. Work through this reflection activity to identify steps towards your future goals.

What career/s do you think you want to work towards or learn more about?	
What type of education or training is needed for this career?	
What colleges, universities, or training programs offer this type of education or training?	
Is there anything you can do NOW in the next couple of months to start gaining experience in this area?	
Set 3-4 short-term goals that might help you work towards this career goal. These goals should be something you can do in the next 3-12 months.	
Set 3-4 long-term goals that will help you work towards this career goal. These goals should be something you can do in the next 1-3 years.	
What questions do you have?	