

# TALENT PREP OVERVIEW

Talent Prep activities include mock interviews and resume reviews in which, employee volunteers are paired one-on-one with a student who is interviewed as if your company was considering for a paid internship or job.

## PLANNING: 3 WEEKS

Finding and scheduling volunteers from your workplace is typically the most time-consuming part of planning a Talent Prep event. 4-8 employees is typically a good amount per high school classroom.

## EVENT: 3 HOURS

### SETUP

Employees arrive and take seats in a room that has multiple tables available, providing places for one-on-one conversations with students. Students typically rotate every 15-30 minutes for mock interviews, resume reviews, and time for other questions and conversation.

### WORKING WITH STUDENTS

The mock interview should be approached as if your rep is considering hiring the student for an internship or entry-level job.

The resume review should allow time for the student to explain their resume, provide feedback, and pay particular attention to helping the student understand how to connect their education/experience to the skills needed for a job.

Time for questions and reflection is encouraged.

### CONCLUDE

Students and employer participants can share what they learned as a group to identify key takeaways.

### WHAT IS IT

Formats vary, but typically mock interview and resume reviews are conducted at the school, but could also occur at the worksite. It often involves groups of employees interviewing three or more students individually over a two-hour period.

### WHY IT'S WORTH IT

Mock Interviews allow students to practice their interviewing skills and demonstrate professional behavior. They also help students see the connection between what they're learning in school and how it's applied in the workplace.

### WHY IT'S BENEFICIAL: BUSINESS

Students are introduced to your business and the skills needed to work in your industry, and Talent Prep activities allow you to help connect the dots between their interests and strengths to the work of your organization.

### WHY IT'S BENEFICIAL: STUDENTS

Students get to practice key professional skills, develop communication abilities, and see how their education connects to work. Students can also ask questions about the work and learn about things like proper attire, etc.

# TALENT PREP TIP SHEET

Mock interviews and resume reviews are great learning experiences, but it can be challenging to ensure the student stays positive through constructive feedback. Here are some tips to ensure success:

## BEFORE THE ACTIVITY

- ✦ If a student is coming to your workplace, prepare as if you were getting ready to interview any new candidate.
- ✦ If the mock interviews are happening at the school, find out where to park and enter the building and any other logistics to communicate with the facilitator.
- ✦ Identify the grade level of students to be interviewed. Note that younger students may need more coaching than older students.
- ✦ Review the informational materials provided. If you know what the student is currently focused on in the classroom, you can tie needs of the position to key learning objectives.
- ✦ Review the sample mock interview questions to help you prepare for the interview.

## DURING THE ACTIVITY

- ✦ Greet the student and ask for his/her resume. Provide a brief introduction of yourself and your company.
- ✦ Act as you would in conducting a real interview.
- ✦ At the end of the interview ask, "Do you have any questions for me?" Offer the student your business card and the way to connect on LinkedIn, if that's acceptable to you.
- ✦ Take notes and complete the Mock Interview Rating Sheet and debrief the interview with the student. If the student rambles or said "um" a lot, or had distracting mannerisms, point that out. Note where the student can improve answers, but also note strengths.

## AFTER THE ACTIVITY

- ✦ Provide feedback to the coordinator to improve future Talent Prep activities.
- ✦ Consider how you might use this presentation to promote your company's visibility in the community.

## GO DEEPER

- ✦ Explore ways that you might further interest students and grow the pool of potential future employees.
- ✦ Talk to EmployIndy about doing a Talent Talk, or hosting a Talent Tour, Talent Shadow, or Talent Interns.