

FACILITATOR GUIDELINE FOR GROUP INTERVIEW/ORIENTATION

PT 1: INTRODUCTION (Time: 25-35 min)	PT 2: IDENTIFICATION (Time: 25-35 min)
<p>GOAL: Set expectations for interview process</p> <p>Brief welcome and introduction should address</p> <ul style="list-style-type: none"> Purpose and expectations of group interview process Establish interview structure ("stand-up & state name") Organizational Facts/Content/Overview Mission & goals of Workshop Assess participants' motivation for attending <p>Sample Facilitator Questions to Ask Interviewees:</p> <ul style="list-style-type: none"> <i>Why did you decide to come to group interview this morning?</i> <i>What are the top characteristic that employers are looking for in a quality employee?</i> <i>If you are getting paid to receive all this training, skills, and support, what do you think is expected from you?</i> <i>How does an interviewer tell you that you that you didn't get the job?</i> 	<p>GOAL: Build trust and offer "Big Picture"</p> <ul style="list-style-type: none"> Open with either staff or guest participant testimony that speaks to overcoming barriers to achieve success <p>Sample Facilitator Questions to Ask Interviewees:</p> <ul style="list-style-type: none"> <i>"What do you want to change about YOUR life? (depending on participant domino effect, this question could dominate entire session)"</i> <i>What life strengths or skills are you most proud of?</i> <i>How can your life skills be used to achieve employment and career success?</i>
PT 3: EMPLOYMENT RULES AND TOOLS (25-35 min)	PT 4: PASSING INTERVIEW/KEEPING JOB (25-35 min)
<p>GOAL: Provide useful information that might be unknown; Provide opportunity for "quiet" interviewees to speak up</p> <ul style="list-style-type: none"> Personal Intro and Role in Workshop <p>Some Facilitator Questions to Ask Interviewees:</p> <ul style="list-style-type: none"> <i>What do employers look for when reviewing job applications?</i> <i>What is a Resume? Why is it important?</i> <i>What is a Cover Letter? Why is it important?</i> <i>What is a thank you letter? Why is it important</i> <i>For a young job seeker looking into entry-level positions, what is more important: Attitude or work experience?</i> <i>Why is your attitude your most important tool?</i> 	<p>GOAL: Provide window into internship opportunities; Give understanding of broader career picture</p> <ul style="list-style-type: none"> Personal Intro and Role of Job/Worksite Developer For those who GRADUATE, outline what could be expected from Job Development staff <p>Some Facilitator Questions to Ask Interviewees:</p> <ul style="list-style-type: none"> <i>What do you think are some of the career benefits of being accepted into & graduating this workshop/internship? (i.e., job placements, credential on resume, skills, reference letters)</i> <i>What will Job Developers expect from participants before they are referred to an internship?</i> <i>What are some of the qualities that employers look during a job interview?</i> <i>What are some of the qualities that employers look for that help you keep your job and get promoted?</i>
PT 5: LAST CALL TO PASS THIS INTERVIEW (30 - 45 min)	PT 6: ADDRESSING Q'S & OUTSTANDING ISSUES
<p>GOAL: Have all participants show a commitment to initiative before beginning first day</p> <p>Personal Intro and Role in Program</p> <ul style="list-style-type: none"> Review of previous question in Part 1: <i>"How does an interviewer tell you that you that you didn't get the job?"</i> <p>Some Facilitator Questions to Ask Interviewees:</p> <ul style="list-style-type: none"> <i>"Why should you pass this interview and be accepted into the workshop?"</i> <p>After question is ADEQUATELY answered by each interviewee, write their name on flipchart as all staff & participants should applaud entry into the workshop (for those who have struggled throughout the interview process, have higher-performing participants assist them)</p>	<p>(15 - 20 min in group; may be longer for individuals)</p> <ul style="list-style-type: none"> Congratulate again for entry into Blueprint workshop Clearly state the afternoon workshop meeting hours and make sure that no scheduling conflicts exist Make sure that any individual participant barriers such as Professional Clothing, Transportation, Child Care or other concerns are addressed. (first see how other group members or "co-workers" can assist) Be clear that all participants will be given Action Tasks to be completed before next day's workshop. Assign First Action Task for the Next day: Essay on "What would I like to change about my life?" If any individual did not have an individual intake interview prior to group interview, have them do so with a staff member. Any final questions?