**Stundas plāns.**

**Tēma:** gatavošanās darba intervijai.

**Laiks**: 40 min.

**Dalībnieki:** Jelgavas Amatu vidusskolas skolēni, CNC operatori un tērpu stilisti ,apvienotais 2. kurss.

**Sasniedzamais rezultāts:**

1. Zināt, kā apģērbties uz darba interviju
2. Zināt, kā komunicēt darba intervijas laikā
3. 3. Spēj aprakstīt savas prasmes.

**Stundas gaita:** *( Iepriekšējā stundā audzēknī rakstīja savu CV)*

1. Izrunāt ar audzēkņiem tēmu . Paradīt diagrammu un izrunāt sasniedzamo rezultātu.
2. Izdalīt Worksheet 1 ,audzēkņi skatās daļu no video <https://www.youtube.com/watch?v=S1ucmfPOBV8> , un video <https://www.youtube.com/watch?v=E78k_XDjFLA> un aizpilda darba lapas. Kopā apspriežam.
3. Audzēkņi skatās video <https://www.youtube.com/watch?v=HVK-xbdddhA> ,ieraksta darba lapās, kā kandidāti uzvedas darba intervijas laikā ,un izlemj ko viņi pieņemtu darbā.
4. Izrunāt kā darba intervijas laikā jāprot aprakstīt savas prasmes. Audzēkņi pilda Worksheet 2 (izmantojot savu uzrakstīto CV)
5. Izrunāt izpildīto uzdevumu un prasmes, kas vajadzīgas tieši viņu profesijām.
6. Audzēkņi aizpilda AS lapiņas.

*Nākamajā stundā audzēkņi veidos izspēles interviju ( saistībā ar savu profesiju) un paši vērtēs sevi( pēc kritērijiem)*

**Worksheet 1**

|  |  |
| --- | --- |
| **DO** | **DON’T** |
| Prepare a complete CV ( resume) | Don’t be late for the interview |
| Give accurate information |  |
| Calm down before interview (by having tea or coffee or just relaxing) |  |
| Research about the company |  |
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**Watch the video and decide who you would hire and why , and who you wouldn’t hire and why.**

Anthony\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Marissa\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Crista\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Todd\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Kaitlynn\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Steven\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Worksheet 2**

**What skill is described?**

|  |  |
| --- | --- |
|  | I come to work and do all my work on time- not late |
|  | I can do the work as it is asked,you could count on me |
|  | I can be tolerant to different people,cultures,work environment |
|  | I don’t waste time and do things which need doing and when need doing and keep my working place in order |
|  | I am sure about what I am doing and how I am doing |
|  | I am ready to change, to adapt to different work circumstances |
|  | I am really interested in that job and willing to get new experience |
|  | I can work long hours |
|  | I am good at working with team and reaching a common goal |
|  | I can identify the problem and find a solution |
|  | I have imagination and am can create new ideas |
|  | I am attentive to details, can precisely make a scetch or a drawing |
|  | I always try to see good things in everything |

**Write down skills needed for your profession**

AS

Preparing for a job interview

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| 1 | 2 | 3 | 4 | 5 |
| I know how to dress up for a job interview | I know how to dress up and to communicate in a job interview | I know how to dress up and to communicate in a job interview. I am able to use it | I know how to dress up and to communicate in a job interview. I am able to use it.  I know my skills. | I know how to dress up and to communicate in a job interview. I am able to use it.  I know my skills and am able to describe them. |

**Mock interview evaluation**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| NONVERBAL BEHAVIUOR |  |  |  |  |  |
| 1. Dressed appropriately | 1 | 2 | 3 | 4 | 5 |
| 1. Firm handshake before and after | 1 | 2 | 3 | 4 | 5 |
| 1. Maintained eye contact with the interviewer | 1 | 2 | 3 | 4 | 5 |
| 1. Maintained good posture | 1 | 2 | 3 | 4 | 5 |
| 1. Did not fidget | 1 | 2 | 3 | 4 | 5 |
| 1. Gesticulation was appropriate | 1 | 2 | 3 | 4 | 5 |
| VERBAL BEHAVIOUR |  |  |  |  |  |
| 1. Listened closely to questions | 1 | 2 | 3 | 4 | 5 |
| 1. Answered questions completely,yet briefly | 1 | 2 | 3 | 4 | 5 |
| 1. Greeted interviewer | 1 | 2 | 3 | 4 | 5 |
| 1. Thanked interviewer | 1 | 2 | 3 | 4 | 5 |
| 1. Pointed out job-related skills | 1 | 2 | 3 | 4 | 5 |
| 1. Focused on strengths | 1 | 2 | 3 | 4 | 5 |
| 1. Acted in polite manner | 1 | 2 | 3 | 4 | 5 |
| 1. Asked appropriate questions | 1 | 2 | 3 | 4 | 5 |
| 1. Avoid use of phrases such as “um” & “you know” | 1 | 2 | 3 | 4 | 5 |

**Assessment table**

|  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **1** | **2** | **3** | **4** | **5** | **6** | **7** | **8** | **9** | **10** |
| 1-8 | 9-16 | 17-25 | 26-34 | 35-42 | 43-50 | 51-57 | 58-63 | 64-70 | 71-75 |