



Resume and Mock Interview Workshop

DATE

Materials Needed for Volunteers:

- Resume support sheet (30 copies)
- Interview skill sheet (50 copies)
- Interview questions (30 copies)

Additional Materials: FAME job wheels, icebreaker, post-its, pens, chime

Workshop Agenda

10:00 – 10:20 (10 min)

Welcome/Ice Breaker

G20 Staff

Interactive opening activity that gets youth and interviewers getting to know each other. After Ice Breaker, youth go to separate room to prepare for resume and mock interviews (do another icebreaker with their Team Leaders).

10:20 – 10:40 (20 min)

Brief Training on Process

G20 Staff

Volunteers receive a brief training on the process of reviewing resumes and participating in mock interviews. They review the materials, discuss how to give feedback, review agenda, etc. Let volunteers know youth will have a job they are interested in and it would be great to craft one question specific to that job – if possible.

At the same time as the Volunteer Training

10:20-10:40 (20 min)

Mock Interview Role Play and/or Resume Prep

- Role play interview with G20 staff where one of them is doing everything wrong (slouched, look at watch, late, text, uninformed, no questions, etc.)
- Let participants know ½ way through it will be stopped and you will get feedback from youth.
- Pick a job that they'd like to imagine interviewing for – share this with the interviewer and they will try to craft one question specific to that job.
- Gather feedback and have G20 staff incorporate feedback and do again
- Review agenda: 1:1 resume support, mock interview round 1, mock interview round 2 (so they'll meet with 3 separate people - awesome networking opportunity).
- Answer any questions.
- Invite youth to go back downstairs at 10:40 as if they were walking into an interview:
 - (1) Find a spot across from a volunteer, introduce yourself, shake hands, and sit down.

Appendix XIV



10:40-11:00 (20 min)
G20 Staff

Resume Review

1:1 conversation between youth and volunteer/G20 staff to review resume, give feedback, have a conversation about G20 experience, and help the young person prep for their mock interview with a different volunteer.

11:00 – 11:35 (35 min)

Mock Interviews

G20 Staff

Two rounds of mock interviews for 15 minutes each (extra 5 minutes for transition time).

Interview 1:

10 min for youth to answer questions

3 min for youth to ask questions

2 min for volunteer to give feedback

Interview 2:

Youth rotates to the next person immediately to their right. Volunteers stay in their seats.

Repeat above process above

11:35 – 11:45 (10 min)

Large Group Share Out

G20 Staff

Youth:

- What did you learn through this process?

Volunteers:

- Share your resume and interview tips and tricks with all youth?

11:45 – 12:00 (15 min)

Reflective & Interactive Closing

G20 Staff

Everyone write on post-it (1-5 words): One skill you saw someone else use today? *Put these on the whiteboard at the front of the room.*

- **What do you see?**

Now everyone write on a post it: One thing you learned today you can see yourself using in the future? And put 1-4 on your poster in response to: today's workshop content matters for my long term academic or career path. *(Put these on appropriate poster – guests put them on other side of whiteboard)*

- **What do you see?**

Thank everyone for participating!!