



Coach Interview Prep Guide

As a part of the My Life! My Plan! workshop, students will have an opportunity to interview you. See your workshop agenda for the placement of this activity. Here are the questions they will ask along with some points to think about as you prepare:

1. Where do you work? What do you do at your job?

Give a short summary of your company and work duties

2. How does your job relate to your INTERESTS?

Here are some examples of Work Related Interests you may want to discuss:

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| Work with children | Deal with paperwork (letters, filing) |
| Work outdoors (in any weather) | Consider the feelings of others |
| Work in an office | Work with people |
| Work with my hands/be physically active | Help others with their problems |
| Present information/ideas in writing | Supervise others |
| Present information/ideas through talking | Train or teach people |
| Use my imagination/be creative | Make sure people are obeying the law/rules |
| Operate machines | Help/protect the environment |
| Work in a job related to law | Drive a vehicle |
| Work in a job related to healthcare | Learn how things grow/stay alive |
| Work in a job related to teaching | Hunt or fish |
| Work in a job related to computer programming | Plan events or activities for others |
| Provide medical care/treatment to people or animals | Follow step-by-step instructions |
| Make business calculations/decisions | Perform in front of others |
| Prepare or use maps | Create brochures or posters |
| Be involved with music, drama, dance (film/tv) | Do several things at once |
| Learn about how things are built | Handle money with accuracy |
| | Persuade people to buy products or participate in activities |

3. What SKILLS do you need to be successful in this job?

Here are some examples of Work Related Skills you may want to discuss:

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|------------------------------|--|
| Working with/using my hands | Problem Solving |
| Working with people | Evaluating |
| Doing small detailed tasks | Organizing information |
| Repairing things | Using math skills |
| Operating machines | Presenting ideas in writing |
| Explaining things | Planning |
| Presenting | Decision making |
| Listening | Leading |
| Asking questions | Observing things |
| Teaching and training | Drawing |
| Caring for people or animals | Designing |
| Providing customer service | Reading |
| Persuading | Following step-by-step instructions |
| Negotiating | Using my imagination to come up with new ideas |
| Record keeping | |
| Using a computer | |

4. Which of the following WORK VALUES is a part of your job?

Here are some Work Related Values you may want to discuss:

Working independently (versus under close supervision)

Time/schedule flexibility

Physically active

Help society

Power and Authority

Feeling of Accomplishment

Variety of Job Duties

Opportunities for Advancement

Recognition

5. What is the SALARY range for this job?

You do not have to provide YOUR personal salary. Instead give a range from typical starting wage to experienced wage.

6. What is the job outlook for this job? What are the chances of getting hired?

- a. Are there many jobs available in this field? Few? Growing? Declining?
- b. Are there many people going into this field? Few? Growing? Declining?

7. What education is needed for this job?

Explain the education needed. You may include any of the following:

- a. Apprenticeship – on the job training
- b. Certification – can be one semester to two years
- c. Associate Degree – two year degree
- d. Bachelor Degree – four year degree
- e. Graduate Degree – 6+ year degree

8. Tell me about the path you took to get to your current job – include jobs and education you gained along the way.

Explain your personal career path.

- a. We are trying to emphasize that most people change jobs throughout their life
- b. We are also trying to emphasize the importance of lifelong learning

9. Did you earn any college credit in high school?

Discuss any opportunities you had to earn college credit in high school. You may need to explain what some of these are:

- a. Advance Placement Classes
- b. Project Lead the Way – Engineering program that earns college credit
- c. Articulated Classes - Earned specific college credit through HS classes
- d. KLEP Tests – Students take a test to earn college credit

