







# Grad Transitions Exit Interview Student Guidelines



The Grad Transitions Interview is an opportunity to showcase your high school accomplishments and share your goals, strategies and action plans during a student-led interview. Read over the following pages and familiarize yourself with the expectations, preparation required, evidence collection and interview basics.

**The interview will be about 10 – 15 minutes and is led by YOU! This means that you need to:**

-  Choose what you want to speak about and lead the interview
-  Need to shine and demonstrate how you have grown during your high school years
-  Showcase your significant accomplishments and explain how your experiences will prepare you for a successful transition to life after high school
-  Demonstrate the confidence and competency needed to be self-directed individuals
-  Ensure proper planning to answer all of the questions without exceeding the time limit or expecting the interviewer to carry the conversation
-  Bring your Graduation Portfolio (evidence and examples) to the interview to share with your interviewer. Check out the section on 'Evidence' to understand what pieces you may include in your portfolio

**Interview Dates:** April 10<sup>th</sup>, 2017 and April 11<sup>th</sup>, 2017

**Interview Location:** Library

**Interview Time:** TBA Check schedule posted in advance of interview

## Interview Planner

---

Spend some time to structure and rehearse your interview. Utilize this planner as your cue card. You may follow the order of the interview planner however, ultimately it is up to you on how you want to organize the presentation of your portfolio. Here is a brief layout and template you may want to follow:

### I. Personal Introduction

Describe who you are, what you've accomplished and what personal challenges you've overcome. Consider talking about your skills, interests, and talents (sports, artistic talents, technology skills or hobbies).

### II. Goals

Describe your career and educational plans for next year and beyond. As part of your rationale, you should explain why you chose these goals and how your interests, values, personality and skills relate to your career of choice. Explain the type of education or training that will be required to reach your career goal.

### III. Evidence Selection

This section makes up the primary elements of your portfolio (digital or hard copy). You MUST include a resume, healthy living plan, a career plan and 5 – 8 pieces of evidence that you feel shows a connection between your interests, talents, skills and your career goal. Introduce one at a time and



Describe what it is you did to create or receive this piece.



Explain why you are proud of it and why it is special to you.



Explain which skills this evidence represents and why these skills are important for your education/training and career goals.

### IV. Back Up Plan

Describe the possible obstacle that you may encounter while trying to accomplish your goals and indicate what your back plan is in case things do not work out as you have planned.

### V. Closing Remarks

To conclude your presentation, talk about how you have matured, learned, developed, and grown since grade 10. Summarize your strengths and areas that need further development, and how these areas will support your educational and career plans for the future.

### VI. Dressed for Success!

This is a formal interview and you need to dress accordingly. Consider it the same as going for a formal job interview and dress appropriately (no jeans, sweats, shorts or casual attire). Speak with Mr. Whittingham if you are uncertain...you may be turned away if not appropriately dressed.

## Evidence Collection

---

You **MUST** include a resume, healthy living plan, a career plan and 5-8 carefully selected pieces of evidence that best illustrate your accomplishments, goals, strengths, and skills for your interview. You may present these as part of the interview process in hard copy (a binder or duo tang) or in digital format (you are responsible for any technology required to show you digital portfolio). When presenting or describing pieces of evidence make certain that you clearly link the skills/attributes you gained and how these skills will be important for you to be successful in your career of choice. Above all, be sure they are something that you are proud of and comfortable sharing with the interviewer.

Some examples of evidence types are described below, but keep in mind that you DO NOT need to collect all of the things on this list. These are here as ideas to help frame your thinking and guide you in what might work well in an interview. Make sure that the copies or sources of evidence you use are professional and very presentable!

-  Favourite Assignments or Projects
-  Report Cards or indicators of achievement
-  Photo/video or recordings of school based activities
-  Letters of recognition
-  Awards and Certificates of Achievement
-  Acceptance letters
-  Medals, trophies, and plaques
-  Evidence of career research
-  Evidence of volunteer experience
-  Work pay stubs
-  Reference letters
-  Drawings, paintings, sculpture or other visual arts
-  Programs/Posters/Sketchbooks
-  A journal or blog

### Example:

If you are planning on a career in performance arts you want to bring in programmes from a performance you participated in, awards from your class or letters of recognition from coaches. If you volunteered in helping elementary age students in a theatre production you might have a reference letter, video segment, or volunteer form that can validate your accomplishment.

## Interview Checklist

---

Preparation for any formal interview is a key to success. How you look and how you have prepared is a statement about you. Follow these tips for a successful interview!

- Confirm the date, day and time of your interview
- Rehearse what you are going to say and make sure it is a minimum of **10 MINUTES** in length
- Review the interview rubric to familiarize yourself with the expectations
- Make certain your presentation and documents are clean, neat and in order
- Make certain you bring any technology or objects needed for your interview
- Ask at least one friend and one adult to listen to your presentation in advance
- Arrive a minimum of 5 MINUTES before your appointed interview time
- MUST bring your portfolio package with all mandatory and optional evidences
- Upon arrival introduce yourself and shake the interviewers hand
- Speak in a clear voice, make eye contact and enunciate your words
- Be courteous, respectful and positive.
- At the end of the interview, thanks the interviewer and shake hands
- No gums, no cells phones, no food...a water bottle is fine
- Dress appropriately and be well groomed. See the notes below.



**Girls:** Be well groomed and conservative in your outfit. Wearing the right clothes and conservative make-up sends a message to your interviewer. Your first impression is important.



**Boys:** A suit is not necessary but dress pants and a collared shirt are appropriate. A tie makes an impression on people but is not mandatory. Make sure your shirt is tucked in and wrinkle free!