

PHONE INTERVIEW SIMULATION

Age Group: Middle, High School

Learning Goals:

- Simulate a phone interview to anticipate a real-world situation
- Build reliable verbal communication skills
- Conduct themselves professionally on the phone

Materials:

- Small cardboard divider for a desk
- Copies of the [Phone Interview Simulation Handout](#) (one for each student)

Estimated Time: 25 minutes



Activity Details

1. Give each student the [Phone Interview Simulation Handout](#).
2. Break students into pairs and assign each person either the "Interviewer" role or the "Candidate" role.
3. Discuss the reasons that phone interviews might happen and the importance of making a good impression in a phone interview:
 - Phone interviews are part of the screening process for potential candidates.
 - Phone screening is the next step after an employer is impressed with your resume and cover letter, and the step before an in-person interview is scheduled.
 - It is important to make a good impression when you are talking to a potential employer.
 - A phone interview is NOT a phone conversation with your friend or a family member.
4. Each pair of students will need to have a visible divider between them. Students can use a cardboard divider, computer monitors, folders, or other classroom items as dividers. Students should be oriented as shown to the right. Alternatively, if you have more space, you can put interviewers and candidates in separate rooms then complete the activity.
5. Before beginning the simulation, instruct students to read and fill-in their script worksheets. Allow time for them to complete this step.
6. As you prepare to begin the simulation, remind students that they should not be able to see each other in order to simulate a real phone call.
 - Make sure students do not physically look at each other for this activity! They will get a chance to do video chat and in-person interviews in other activities.



7. Students may take out their phones to call each other for this simulation.
8. Give them ample time to complete the phone interview simulation.
9. When they have finished, have each pair switch roles and get a new script worksheet for their new role. Have them complete the worksheet and then begin the simulation.
10. When they have completed the second simulation, lead a discussion on what they thought about the activity, what was challenging, what they would do differently next time, how they rate themselves on their professionalism and communication, etc.