

May 11, 2018

Dear Friends of College Park High School,

Thank you so much for your interest in serving on our “mock interview panel” for my three senior classes. These students are participating in a Senior Project entitled “Career Exploration”. This project is designed to create a meaningful experience that offers relevance, rigor and relationship building for students while they explore career options and interests. Although each step of the senior project is important, I believe that providing students with an opportunity to experience a mock job interview with community leaders will especially benefit them at this point in their high school career. It is my hope that students will leave College Park High School better prepared not only for a job interview, but for a career.

The interviews will take place starting May 14 and continue through May 25. I need three or four panelists for each time slot. You will notice that the time periods are longer on May 16,17,21,22,23 and 24, these are block days and specially scheduled testing days. Please click or copy the link below to sign up for one or more of the time slots Click Here : <https://tinyurl.com/yb7t5ztw>

May 14 Period 1@7:50-8:45 Period 2@8:53-9:48 Period 4@11:09-12:04	May 15 Period 1@7:50-8:45 Period 2@8:53-9:48 Period 4@11:09-12:04
May 16 Period 1@7:50-9:25 Period 2@9:43-11:18	May 17 Period 4@9:43-11:18
May 18 Period 1@7:50-8:4 Period 2@8:53-9:48 Period 4@11:09-12:04	May 21 Period 1@7:50-9:47 Period 2 @ 10:05- 12:02
May 22 Period 4@10:05-12:02	May 23 Period 1@7:50-9:47 Period 2 @ 10:05- 12:02
May 24 Period 4@10:05-12:02	May 25 Period 1@7:50-8:45 Period 2@8:53-9:48 Period 4@11:09-12:04

As an Interview Panelists you will:

- Listen to a short presentation from the student related to the career s/he has researched
- Ask pre-determined questions
  - Why are you interested in this career?
  - What qualifications will you need for this career?
  - What strengths will you bring to this career?
  - What areas will you need to develop in yourself to be successful in this career?

- Provide feedback to the student
  - What you did well in your presentation, or how you responded to the questions
  - What you should focus on, change, or improve when you go for a job interview
  - Overall summary (leaning on the positive)

Your involvement in this type of an interview activity is crucial for its success. Thank you in advance for your help. If you have any questions, don't hesitate to email [huntleya@mdusd.org](mailto:huntleya@mdusd.org)

Sincerely,

Adam Huntley  
High School English Teacher  
College Park High School