

# Face to Face Conversation Challenge

## #1

**Challenge #1:** Have a Conversation with a Teacher, Guidance Counselor or Administrator you are **FAMILIAR** with because you had them in class, as a coach or organization leader.

### **Procedure**

- Stop by the teacher's room and say hello to them by name...Mr./Mrs/Miss/Ms.
- Ask if they would be willing to let you interview them. If the answer is "yes", ask if you can schedule a convenient time/date to meet and conduct an interview with them that is conducive to both of your schedules--try to find a compromise. If the answer is "no", thank them anyway and choose another person.
- Please provide the interviewee with the intended conversation topic so they have time to formulate their thoughts.
- Use your manners and thank them.
- On the meeting day, say hello to them by name. Make sure you use positive facial expressions and body language.
- Ask your questions politely, tactfully, assertively and with interest.
- Ask your questions clearly, listen actively, engage in the conversation by asking more questions, rephrasing their responses, etc. (Make sure you have prepared your questions ahead of time...please do not "wing it".)
- When you actually meet, take notes about your interview. This ensures that you get your interview responses correct and can look over your notes for details.
- When the interview is over, again, thank them for their time, and get them to sign off on the form, acknowledging that they met with you for a "face to face" interview and incorporated all of the above procedures..

### **Possible Topics to Discuss**

- Post-Secondary Education Journey
- Employment/Workforce Career History
- Advice on Choosing a Career
- Advice on Pursuing Post Secondary Education

# Face to Face Conversation Challenge

## #2

**Challenge #2:** Have a Conversation with a Teacher, Guidance Counselor or Administrator you are **UNFAMILIAR** with because you have never had them in class, as a coach or organization leader.

### Procedure

- Stop by the teacher's room and say hello to them by name...Mr./Mrs/Miss/Ms. Introduce yourself to them.
- Ask if they would be willing to let you interview them. If the answer is "yes", ask if you can schedule a convenient time/date to meet and conduct an interview with them that is conducive to both of your schedules--try to find a compromise. If the answer is "no", thank them anyway and choose another person.
- Use your manners and thank them.
- On the meeting day, arrive on time, say hello to them by name. Make sure you use positive facial expressions and body language.
- Ask your open-ended questions politely, tactfully, assertively and with interest.
- Ask your open-ended questions clearly, listen actively, engage in the conversation by asking more questions, rephrasing their responses, etc. (Make sure you have prepared your questions ahead of time...please do not "wing it.")
- When you actually meet, take notes about your interview. This ensures that you get your interview responses correct and can look over your notes for details.
- When the interview is over, again, thank them for their time, and leave the evaluation form with them to complete, acknowledging that they met with you for a "face to face" interview.

### Possible Topics to Discuss

- Post-Secondary Education Journey
- Employment/Workforce Career History
- Advice on Choosing a Career
- Advice on Pursuing Post Secondary Education

# Questions to Ask

**Teacher Name** \_\_\_\_\_

**Discussion Topic** \_\_\_\_\_

#1:

#2:

#3:

#4:

#5:

# Conversation/Interview Evaluation

Please take a moment to complete the evaluation form after the interview is over. Place an "x" in the appropriate column and add additional details in the comment section if anything especially positive or negative stood out.

Criteria	Yes	No	Comment(s)
Did the interviewer call you by name? Example: Mr./Mrs./Miss Allen			
Did the interviewer ask to set up an interview that was conducive to both of your schedules, prior to the interview?			
Did the interviewer provide you with the discussion topic ahead of time?			
Did the interviewer display positive body language and facial expressions?			
Was the interviewer polite, use their manners and thank you?			
Did the interviewer seem engaged and interested in the interview?			
Did the interviewer respond to your answers or remarks above and beyond their original question?			
Did the interviewer make eye contact with you?			
Did the interviewer actively listen?			
Did the interviewer take notes?			

Teacher Name Printed \_\_\_\_\_ Date \_\_\_\_\_

Teacher Signature \_\_\_\_\_ Date \_\_\_\_\_

Student Interviewer \_\_\_\_\_ Date \_\_\_\_\_

# Conversation/Interview Essay

Write a reflection paper summarizing your face to face conversation/interview.

## First Paragraph: Interview Information

- The name of the person you interviewed and the topic you chose to discuss.
- A summary of the topic questions and responses you and the person discussed during the interview.
- What is one thing you learned about the person you interviewed that surprised you the most? Explain.

## Second Paragraph: Evaluation and Self-Critique

- An evaluation explaining how you think you did with making eye contact, using your manners, facial expressions, body language, listening skills, etc. What did you feel you did well in regard to the above actions? Provide evidence from the interview to support your response. What area(s) do you think you need more work on? Why? What happened during the interview to make you feel that way?

## Third Paragraph: Reflection

- A reflection of how you felt during the conversation/interview. Were you nervous, comfortable, calm, anxious, etc. Explain why you believe you felt the way you did. How did you handle these physical/emotional responses? How could you reduce or manage these responses if you were to have another face to face interview in the future?

## Fourth Paragraph: Moving Forward

- A detailed response explaining what you learned about yourself from this assignment and how it will help you with future interviews.
- Do you think this interview would be easier or more difficult to conduct with a person you were unfamiliar with? Explain.

***\*\*The correct use of punctuation, spelling, grammar, complete sentences, etc. Write this as though you were writing it for your English teacher!***

