



# VOLUNTEER GUIDE

## NW Youth Careers Expo

### THANK YOU AND WELCOME TO EXPO!

There are several different Volunteer Roles at this expo! **When you arrive, make sure to check in at the info desk.**

We aim to strike the right balance of volunteer interviewers-to-students, so that all students are served. Sometimes, there is a slow period with fewer students-- we encourage volunteers to actively walk the Expo to engage and invite students in for a mock interview.

We've also created opportunities for volunteers to serve as an "Expo Navigator." Wearing identifying PWA volunteer vests the Expo Navigator works with students 2:1,

### MEET STUDENTS WHERE THEY ARE:

Many students might be uncomfortable at the Expo, Whether that be in the Exhibit Hall or the Mock Interviews. They might be shy or timid, or their first language might not be English. Please exercise patience and understanding to students participating in the interviews.

Our primary goal is for this to be a positive experience that makes students feel more comfortable with talking to adults in a professional setting.

**If you have any questions, reach out to the Expo Volunteer Leads:**

Sara Stowe:  
503-679-7895

Sam McGee  
541-410-0807





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## Mock Interviews

### INTRODUCTION - GREETING

- Since COVID, we recommend interviewers follow the student's lead for shaking hands
- Quick, 30-second intro between you and student (names, profession/interests)
- Inform and remind students:
- Each question is asked often in interviews
- Try to answer each question within 2 minutes

### INTERVIEW - 15 MINUTES

#### Ten (10) minutes for questions (typically 3-4 interview questions)

- The length of the answer depends on the question
- Let the student provide a complete answer—or prompt them for a complete answer—rather than rush them through with incomplete answers
- We have provided sample questions
- Absolutely no questions regarding race, color, sex, gender identity, disability, sexual orientation, religion, ethnicity, or gender
- Mark the box to the left of each question to clearly identify which questions are asked

#### Five (5) minutes for feedback

- The last question to ask each student is Do you have any questions?

### EVALUATION SCALE

**Use this scale to give the student feedback in the categories as indicated on the Feedback Sheet.**

For behavioral interview questions (“tell me about a time when...”) evaluate their response using the STAR Model (Situation, Task, Action, Results). For knowledge, technical, or situational questions, evaluate their response in how they use their academic, work, or volunteer experience.

RATING	DEFINITION
EXCELLENT	Clearly exceeds desired skill level
GOOD	Strongly displays skill level
FAIR	Meets skills requirements

### CONCLUSION

#### Complete and give the student:

- Mock Interview Questions and Feedback
- Mock Interview Certificate of Completion

Thank students for participating, encourage them with good luck, and let them know about the Student Feedback QR Code on the Mock Interview Form.

### RESUME REVIEW

Students may or may not have a resume or experience creating one. If you have time, feel free to review their resume, otherwise send them to the resource table just outside the mock interview room for more resources on writing a resume.

# MOCK INTERVIEW: QUESTIONS & FEEDBACK

CANDIDATE NAME: \_\_\_\_\_

INTERESTS/GOALS: \_\_\_\_\_

VOLUNTEER NAME: \_\_\_\_\_

SCHOOL: \_\_\_\_\_

CATEGORY	ASKED?	QUESTION
BACKGROUND AND INTERESTS		Tell me about yourself. (Prompt if a further explanation of the usual interview introduction is needed.)
		What are you looking for in a new job?
ACCOMPLISHMENTS		Can you give an example of a success or accomplishment that you have had? What skills helped you to accomplish it?
PROBLEM SOLVING		Describe an instance of overcoming a problem and what you learned from this experience.
DECISIONS AND COLLABORATION		Tell me about an experience when time management was a factor and how you dealt with managing your workload and deadlines.
		What is an example of a group project you worked on? How did you collaborate with your group members?.

	Excellent	Good	Fair	Needs Improvement	COMMENTS
CONFIDENT BODY LANGUAGE					
ORAL COMMUNICATION					
CONTENT OF ANSWERS					
DISCUSSION OF STRENGTHS AND SKILLS					
QUESTIONS FOR INTERVIEWER					



Students: Do you have any questions, comments, or feedback related to your mock interview? Scan this QR code to access our questions and feedback survey!

