

Passport to the future

Career Research and Development



April 26, 2022

The Howard County Public School System

Thank you to this year’s sponsors!









# Passport to the Future

## Information and Directions

Thank you for participating in the Passport to the Future conference. Each interview should take no more than 30 minutes per student. Below are recommendations for timing during the interview.

**Interview**

2 minute -introductions (PLEASE MAKE SURE TO INTRODUCE YOURSELF)

5 minute -portfolio review

15 minute -interview questions

5 minute -feedback

Please complete all sections of the evaluation form including the **INTERVIEWER** **INFORMTION SECTION.** You can take notes on the interview question page to assist with filling out the evaluation form. Packets will be collected at the end of each round of interviews.

1. The portfolio will have the following, which are requirements for the Passport to the Future:
   1. A job description
   2. A resume
   3. Three reference forms
   4. A transcript showing grades and attendance
   5. A minimum of two samples with reflections that display academic and career development for each of the five employability skill sections
2. Please score the students on the following interview traits:
   1. Greeting and Handshake
   2. Eye Contact
   3. Personal Appearance
   4. Speaks Clearly/ Communication
   5. Engaged
3. Please use the questions that are provided. Read the question to the student and allow him/her several minutes to answer. Students should be referencing their portfolio at least two times during the interview. If a student is having trouble answering, you may allow the student to skip that question and return to it later.

Thank you for your support of the program!

**Passport to the Future Evaluation**

Student’s Name \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ School \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date \_\_/\_\_/\_\_\_\_\_

**I. Portfolio Contents**

**Portfolio** **Yes No**

|  |  |  |
| --- | --- | --- |
| 1. Job Description |  |  |
| 2. Resume |  |  |
| 3. Three Reference Forms |  |  |
| 4. A transcript showing grades and attendance |  |  |
| 4. Two artifacts with reflections that illustrate academic and career development for each skill section |  |  |

Comments: **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**II. Interview Traits**

**Interview Traits Excellent Satisfactory Needs Improvement**

I

|  |  |  |  |
| --- | --- | --- | --- |
| 1. Greeting and handshake |  |  |  |
| 2. Eye contact |  |  |  |
| 3. Personal appearance |  |  |  |
| 4. Speaks clearly/ Communication |  |  |  |
| 5. Engaged |  |  |  |

Comments: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**III. Interview Questions**

**Student gives well-constructed, confident responses and elaborates with examples**

**Portfolio**

**Portfolio**

|  |  |  |
| --- | --- | --- |
| Very few responses met the standard | Some responses met the standard | Most responses met the standard |
|  |  |  |

**Interview Yes No**

es NoYes No

|  |  |  |
| --- | --- | --- |
| Student references their portfolio at least two times during the interview. |  |  |
| Student asks at least two questions from interviewer. |  |  |

Comments: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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Interviewer’s Name \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Business \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Address \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Email \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Student Interview Questions**

1. **Tell me a little about yourself.**
2. **Why are you interested in this position and a career in this field?**

1. **What have you learned from your classes, interests and outside activities that prepare you for this job?**

1. **What was a difficult decision you made in the last 6 months? What made it difficult for you?**
2. **Describe a time you successfully handled a conflict or contributed to a team project.**
3. **How has technology positively or negatively impacted your life?**
4. **Describe a successful team where you are a member?**
5. **How are you preparing yourself to meet your goals?**
6. **Where would you like to be in five years?**
7. **Do you have any questions for me?**