

ACE THE JOB INTERVIEW: PRACTICE MODULES FOR *BUSINESS IN ACTION* STUDENTS

A Two-Week Career-Readiness System for Introduction to Business Courses

Overview

This module helps you transform concepts from *Business in Action* into real-world interviewing skills. Through structured practice, self-assessment, and guided reflection, you'll learn how to communicate your strengths confidently—whether applying for internships, part-time jobs, or your first full-time role.

Learning Outcomes

After completing this module, you will be able to:

- Use the STAR method to structure strong interview responses.
 - Identify and answer behavioral, situational, and general question types.
 - Demonstrate professional verbal and nonverbal communication.
 - Analyze your own interview performance using a structured rubric.
 - Relate your answers to key themes from *Business in Action* (teamwork, leadership, ethics, communication, adaptability).
 - Show confidence and professionalism during interviews—virtual or in-person.
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Foundational Concepts

Interview Types (Aligns with Chapter 11: Human Resources)

Behavioral Questions

Focus on past experiences. Example: “Tell me about a time you solved a problem.”

Situational Questions

Test your judgment through hypothetical scenarios. Example: “What would you do if...?”

General Questions

Help employers understand your goals and personality. Example: “Why do you want to work here?”

Panel & Virtual Interviews

Increasingly common—especially early-round virtual screenings.

The STAR Method (Used Across Business Disciplines)

S – Situation

Brief background.

T – Task

Your responsibility or challenge.

A – Action

What you specifically did.

R – Result

Outcome or measurable impact.

TIP (Callout Box):

A strong STAR response is 1.5–2 minutes total, with **Action** as the longest section.

Nonverbal Communication (Aligns with Chapter 12: Leadership & Communication)

In-Person

- Maintain eye contact (60–70%)
- Sit upright; open posture
- Use natural hand gestures
- Limit fidgeting
- Match facial expression to tone

Virtual

- Camera at eye level
- Look at the camera, not the screen
- Light source in front
- Neutral background

- Test technology beforehand

KEY POINT

Confidence is communicated as much through body language as through words.

THE PRACTICE CYCLE

Step 1: Select Questions

Use the 100-question bank organized by core business competencies.

Step 2: Record Your Response

Record 1–2 minutes per question using your smartphone or laptop.

Step 3: Review the Recording

Watch twice:

1. Overall impression
2. Detailed analysis with rubric

Step 4: Self-Critique Using Rubric

Content Quality

- Clear, complete answer
- Effective STAR structure
- Specific, relevant examples
- Quantified results when possible

Verbal Delivery

- Clear articulation
- Confident tone
- Minimal filler words
- Appropriate pacing

Nonverbal Communication

- Eye contact

- Posture
- Professional presence
- Calm gestures

Time Management

- 1–2 minutes per response

Step 5: Practice Again

Apply what you learned and repeat with new questions.

PRACTICE MODES

Quick Drill (5–10 minutes)

- 3–5 random questions
- Build comfort and reduce anxiety
- No need for perfect structure

Targeted Practice (15–20 minutes)

- Select one competency area
- 5–8 focused questions
- Ideal for improving weaknesses

Mock Interview (30–45 minutes)

- Full simulation
 - 10–12 questions
 - Record entire session
 - Use before writing your final reflection
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TWO-WEEK COURSE SCHEDULE

Week 1 — Foundation & First Practice

Day 1 (Class Session)

- Interview expectations
- STAR method demonstration
- Nonverbal communication essentials
- First recording demo

Homework: Quick Drill (3–5 questions)

Day 2 (Class Session)

- Debrief Quick Drill
- Review self-critique rubric
- Assign Targeted Practice (10 questions)

Homework: Complete Targeted Practice

Day 3 (Class Session)

- Small-group discussion: strengths & improvements
- Introduce Mock Interview assignment

Week 2 — Mock Interview & Reflection

Homework:

- Complete Mock Interview (30–45 minutes)

Day 4 (Class Session)

- Mock Interview debrief
- Discussion of insights and next steps
- Connect to campus career services

Final Assignment (Due End of Week 2)

Self-Critique Report, 2–3 pages

Analyze your Mock Interview using rubric criteria.

GRADING

Practice Completion — 40%

- Quick Drill (10%)
- Targeted Practice (15%)
- Mock Interview (15%)

Self-Critique Report — 60%

Assessing:

- Two strengths, two improvement areas
 - Clear use of STAR method
 - Reflection based on *Business in Action* concepts
 - Actionable improvement plan
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TECHNOLOGY REQUIREMENTS

- Smartphone **or** laptop
- Camera app, Zoom, or built-in webcam program
- Private storage (your device or cloud)

NOTE:

Your recordings are private. You choose whether to share them.

SUCCESS TIPS FOR STUDENTS

- Early recordings will feel awkward—this is normal.
 - Improvement is fast when you practice consistently.
 - You *do* have examples: class projects, part-time jobs, volunteer work, clubs, sports, group work.
 - STAR method helps reduce rambling and nervousness.
 - Treat this as practice, not perfection.
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WHY THIS MATTERS FOR *BUSINESS IN ACTION* STUDENTS

These modules reinforce skills central to *Business in Action*:

- Teamwork
- Leadership
- Decision-making
- Problem-solving
- Adaptability
- Professional communication

You are building the exact competencies employers assess during interviews.