

Lesson #3 - Careers That Work: Loan Officer

Subject: Career Acquisition, Interview Skills

Grade Levels: 6th Grade – 12th Grade

Standards

13.1.5.A - Describe the impact of individual interests and abilities on career choices.

13.1.5.B - Describe the impact of personal interest and abilities on career choices.

13.1.5.C - Relate the impact of change to both traditional and nontraditional careers.

13.1.5.F - Investigate people's rationale for making career choices.

13.1.5.H - Connect personal interests and abilities and academic strengths to personal career options.

13.1.8.A - Relate careers to individual interests, abilities, and aptitudes.

13.1.8.B - Relate careers to personal interests, abilities and aptitudes.

13.1.8.D - Explain the relationship of career training programs to employment opportunities.

13.1.11.A - Relate careers to individual interests, abilities, and aptitudes.

13.1.11.B - Analyze career options based on personal interests, abilities, aptitudes, achievements and goals.

13.1.11.C - Analyze how the changing roles of individuals in the workplace relate to new opportunities within career choices.

13.1.11.E - Justify the selection of a career.

13.2.8.E - Explain, in the career acquisition process, the importance of the essential workplace skills/knowledge, such as, but not limited to:

- Commitment
- Communication
- Dependability
- Health/safety
- Laws and regulations (that is Americans With Disabilities Act, child labor laws, Fair Labor Standards Act, OSHA, Material Safety Data Sheets)
- Personal initiative
- Self-advocacy
- Scheduling/time management
- Team building
- Technical literacy
- Technology

Rationale

Provide the students with important information that is expected of a high quality and compelling interview for employment.

Objectives

- Students will be able to describe the purpose of the employment interview process.
- Students will be able to list the basics of interviewing.
- Students will be able to demonstrate basic interviewing skills.

Lesson Essential Question(s)

- What is an interview?
- Why is an employment interview necessary?
- What kind of information is important to include in an interview?
- What skills are required of a high quality and effective interview?

Duration

1 class period, 40 minutes

Materials

Handouts:

- Handout #4: Interview Basics
- Handout #5: Interview Project

Suggested Instructional Strategies

Project Based Learning

Activities

- Task #1:
Have students define what an employment interview is and present in 2 sentences their definition to the class. Discuss the different answers provided and determine the best definition based on class answers.
- Task #2:
Using Handout #4: Interview Basics, review with the class, the components of a high quality and effective interview.
- Task #3:
In the small groups, have students create a series of interview questions and answers for an individual who is a loan officer using Handout #5: Interview Project. The information produced by the students should be reflective of the skills, education, and experiences necessary to achieve a career as a loan officer. The questions and answers should also be indicative of the skills necessary to conduct a high quality and effective interview.
- Task #4:
Each group will perform their interview questions and answers to the class with one student playing the role of employer and the other playing of potential candidate for the loan officer job. This presentation should be between 4 and 6 minutes in duration and should discuss important characteristics required of a loan officer.

Related Materials & Resources

Careers That Work: Loan Officer

Handout #4 - Interview Basics

Handout #5 - Interview Project



Resource Links:

- WVIA's Careers That Work: www.wvia.org/careersthatwork
- Path to Careers: www.pathtocareers.org
- Pennsylvania Career Link: www.pacareerlink.pa.gov/jponline/