



Career Readiness Pack

Free Library · Mock interviews, resumes, pitches

Everything you need to run a mock-interview day and a resume workshop without building a thing. This teacher guide has the how-to and the interview feedback rubric; the question cards, prep worksheet, resume teardown with a sample to mark up, and elevator-pitch organizer are the student pages. Edit any of it in the Word version.

HOW TO USE IT

Plan two sessions. Session one: students draft answers on the prep worksheet, then pair up and interview each other using the question cards while a partner scores with the rubric. Session two: hand out the resume teardown checklist and the sample resume, let students mark it up, then have them build or fix their own. Close with the elevator-pitch organizer so everyone leaves with a 30-second introduction they can actually say out loud.

HOW TO RUN MOCK-INTERVIEW DAY

TEACHER

- 1 Print one set of question cards per pair and cut them apart. Shuffle so the order is a surprise.
- 2 Give every student the prep worksheet the day before so they arrive with rough answers, not blank stares.
- 3 Pair students. One is the interviewer and draws cards; the other answers. The interviewer scores with the rubric.
- 4 Run 4 to 6 questions per round, then swap roles. Keep each answer under two minutes.
- 5 Debrief as a class: what made an answer land, and what a strong example sounds like.

GRADE THE THINKING, NOT THE NERVES

A shaky delivery with a specific, honest example beats a smooth answer that says nothing. The rubric rewards concrete stories and real self-awareness over polish.

INTERVIEW FEEDBACK RUBRIC

ANSWER KEY · TEACHER

Score each answer or the interview overall. Circle a level per row, then note one thing to keep and one thing to fix.

Criterion	3 · Strong	2 · Solid	1 · Developing
Clarity	Answer is focused and easy to follow start to finish	Mostly clear with a few rambling moments	Hard to follow or wanders off the question

Criterion	3 · Strong	2 · Solid	1 · Developing
Confidence	Steady voice, eye contact, comfortable pauses	Some nerves but recovers well	Very hesitant or rushed throughout
Specific examples	Uses a real, detailed story with an outcome	Gives an example but stays general	No example, only vague claims
Professionalism	Polite, appropriate language, positive tone	Mostly professional with small slips	Casual or negative tone

One thing to keep doing _____

One thing to work on _____

WANT THE FULL CAREER-READINESS UNIT?

This pack is a starter. The editable career-readiness and employability curriculum in the shop builds the lessons, slides, and full assessment set around it so you can teach the whole thing start to finish.