**Daily Lesson Plan - 2/5**

Week 2

Day 5 - Team member interviews

Materials Needed:

Flip charts of “departments” as well as roles of a leader flip chart

Organizational chart of Dress to Impress PBL

Computer with access to Internet

Length of Lesson:1 day (with follow up day)

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| **Minutes** | **Activity** |
| Introduction  5 minutes | We have selected our project leaders and everyone has written a resume and has practiced interviewing. Today the project leaders are going to interview everyone. Then they will select the members for every team. Keep in mind that although a particular department may be your first choice, we have to have strong members in every department.  At this time separate the project leaders from the team members. Team members should work on another assignment while the project leaders are interviewing. |
| *Guidance* | *Below is just ONE method of interviewing. You can choose how candidates are interviewed (as long as the team, not the specialist makes the decisions) Some classes have students sign up for roles. Others have the departments interview for their department. How you work is up to you.* |
| 10 minutes - project leaders write up questions | Group the project leaders together. Let them know   * They will interview in teams of 2 or 3 leaders (I prefer this -- again, then it becomes less of a popularity contest with friends asking that friends are on their team. Also, it makes the leaders buy into the team -- not just into their own small niche within the project) * They will interview for every department, not just their own. * They will only have a maximum of five minutes to interview each candidate * Teams interview one candidate, but not everyone will interview every candidate (this is not the same format as we used for leaders)   Have them take five minutes to write up questions they plan to ask each individual.  While the project leaders are organizing, set up the classroom so interviews can be facilitated quickly. |
| “Speed interviewing” 15 minutes | If you have 4 teams, you should be able to interview candidates rapidly.  After interviewing, the team pairs should follow the same pattern as was done with the interviewers mock up an organizational chart with candidates in each position. |
| Project Leader discussion | Isolate Project leaders in an area where they can discuss without being overheard.  Using the whiteboard write up the organizational chart the project leaders can facilitate their own conversation regarding who might be the best candidate in each area. Write up all names based on the team’s recommendations, moving quickly from interview pair to interview pair, asking whom they would place in each position. After writing all the recommendations, THEN return to the teams and discuss which candidate would be the better selection. Leadership is about negotiation and balance. Perhaps a single strong candidate is given to the leader IF the leader also takes a less strong candidate. Ultimately everyone needs to agree with the membership on his or her team.  Team leaders can decide how they wish to offer these jobs to their candidates. Some specialists facilitate an “offer letter” where the candidate signs and agrees to the position.  Either on this day or the next time the class meets, the students need to be offered a position on the team. |
| Review/Preview | We are in the process of selecting our teams (explain how that process will work).Our next step will be to meet as teams and to begin following our timeline. |