

MCFARLAND HIGH SCHOOL SENIOR EXIT INTERVIEW/PORTFOLIO

Student Handbook

2017



Enclosed Documents:

- Student Guidelines
- Student Feedback Sheet
- Interview Schedule

May 2017

Dear Class of 2017:

Congratulations on your upcoming graduation!

On Wednesday, May 17, senior exit interviews will begin at 9:00 in Gym A. Be sure to check the interview schedule to know when to arrive. If you have a conflict with your assigned time, please see Mrs. Brady (Room 106 or bradyc@mcfsd.org). Plan to arrive at the gym 5 minutes before your scheduled interview.

Your interview will last about 20 minutes. Your interviewers will be asked to complete a Student Feedback Sheet that you will receive following your interview. A copy is included in this packet. Below are questions you will be asked at your interview.

Interview Questions:

- How are you feeling about your upcoming graduation?
- What are your plans following graduation?
- Select a sample of work from your portfolio. What was the purpose of the work, and what did you learn from the work?
- Which skills and abilities gained in high school will help you after graduation? What do you think you can improve upon?
- Reflect on your K-12 educational experience and identify both strengths of that experience and ways you feel it could have been improved.

If you have any questions regarding the portfolio process, contact Mrs. Brady.

Sincerely,

The McFarland High School Staff

STUDENT GUIDELINES FOR EXIT INTERVIEWS

1. Dress for success. Dress as you would for a job interview. This would mean no low-cut tops, low-cut waists, or clothing that reveals midriffs. Undergarments should not be visible. Honor the dress code. Review the information on the back of this sheet for details.
2. Introduce yourself to your interview team. There will be two interviewers—one from the community and one from the school district.
3. Be prepared to discuss items in your portfolio. Check the letter at the beginning of this packet for interview questions.
4. You will be recognized with a certificate of completion which will be presented to you after your interview.
5. You will be asked to evaluate the interview process when you complete the interview. You will also be asked to complete a survey on your high school experience.
6. Interviewers will evaluate you on your interview. An example of the evaluation form is also included in this packet.



DRESS SUCCESSFULLY FOR YOUR SENIOR EXIT INTERVIEW

Business Casual Guidelines

Although the definition of business casual varies, a general rule is that clothing should look crisp and neat—and be appropriate. It should not look like party or picnic attire. Avoid tight or baggy clothing; business casual is classic rather than trendy.

Men		Women	
Do's	Don'ts	Do's	Don'ts
Khaki pants	Jeans or shorts	Pants or capris	Visible bra straps
Polo/golf shirts	T-shirts	Skirt—no higher than knee-length	Skirt slit above mid-thigh
Facial hair—groomed		Dress	Cleavage
Leather shoes	Well-worn athletic shoes or sandals	Dressy shoes (not prom style)	Flip-flops
Hair—combed		Moderate make-up	
Earrings/piercings—keep conservative	"Bling"	Earrings/piercings—keep conservative	"Bling"

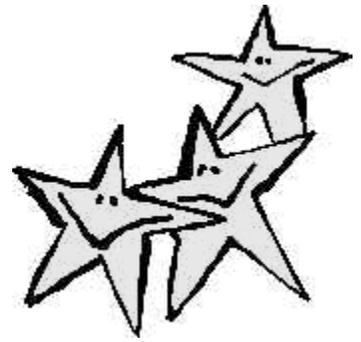
Other Guidelines for All:

- Make sure everything you're wearing is clean and in good repair. Stains and missing buttons call attention in a negative way.
- Fingernails should be clean; women shouldn't have extremely long fingernails.
- Cologne or perfume is appropriate, but not necessary. Go lightly. Some interviewers may be allergic to your favorite scent.
- Always wear a smile. The best dressed person wearing a frown will leave a sour impression. Smiles are often the quality that leaves a lasting impression. ☺



Business Casual

STUDENT FEEDBACK SHEET



Student Name _____

Remarks to the student from the evaluation team regarding:

- portfolio work
- interview

<u>Interview Skills:</u>			1= Needs Improvement	2=Good	3=Excellent		
Communication:	1	2	3	Dress:	1	2	3
Body Language:	1	2	3	Eye Contact:	1	2	3

Thank you for participating in the Senior Exit Interview/Portfolio process.
Good luck in your career, and have a safe graduation!

Interviewer Signature

Interviewer Signature