**Assignment 2**

**Prepare for an Interview**

Your Name (First M. Last)

School or Institution Name (University at Place or Town, State)

**Assignment 2: Prepare for an Interview**

 Role of a counselor is really important in any academic institution. These counselors help to bridge the gap between teachers and students. These are also beneficial for solving any student-related issues. In the given scenario, student’s performance and grades have declined in a short period. Considering the fact that grade decline is not an easy thing to digest especially for good student, this is how I will conduct the interview.

**Purpose:** I will start with explaining the purpose of an interview that it is a serious concern that his grades are declining. And he is called in the office so that we can find out the underlying issues that have become the cause of the problem. And the aim of this interview is to resolve those issues to help him get his grades back. I will use an empathetic tone with the student so that he understands that I am at his side, and trusts him so that he feels at ease(“Counselling in Schools - Google Books,” n.d.).

**Discussion:** I will target the following topics during the discussion:

* **His previous good grades and performance in detail.**

It will be discussed so that he knows that I have all the information regarding his record. This will also make him feel worthy.

* **His behavioral changes that his teachers have noticed.**

This is essential because it is obvious that grades can’t drop on their own without bringing changes in the personality. Whatever the reasons might be, they always reflect in behavior. Personal family issues, teacher’s and studies problems, or bullying by the fellow students, they always impact the behavior of a person and can result in stress, depression and poor academic performance.

* **His present drop in grades. And comparison of the grade in each subject with previous grades.**

As grades are the actual issue in the session.

* **Causes of the problem.**

These causes can be due to parents, siblings, teachers, and fellow students, class subject and personal.

**Example questions:**

1. Are you aware of why you are called in the office?
2. How are you feeling?
3. Why your behavior has changed and your grades are dropping despite your previous record?
4. What you think is causing these issues? Tell me the reason for this sudden drop?
5. Don’t you enjoy your studies anymore?
6. Tell me your daily routine, how much time you spend on studies/
7. What occupies the most place in your head and life?
8. Are the reasons personal or related to the institution?
9. What can be done to solve the issue?
10. How institution and I can help you solve the issues?

Question 1 and 2, will be asked to start the conversation with the student. It is important to ask him about his feelings so that he knows that I care for him and feels concerned.

Question 3, 4 and 5, will be asked to understand the reasons behind the grade drop.

Question 6 and 7, will provide insights about his life, problems, and study routine. By analyzing these details, I can ask him further questions and get an idea about his life.

Question 8, 9 and 10, are really important as they target the issues. It is essential to ask a student that what he thinks will help him and his situation, before guiding him about solutions. This will give me the idea that what he thinks will work for him. On the basis of which I can guide him(“Counselling in Schools - Google Books,” n.d.).

**Questions to avoid:**

Questions that are directly targeted towards student’s family and personal life should be avoided. Similarly, race, ethnicity, and religion-related should not be asked as they can hurt the sentiments and emotions of a student(“Illegal Interview Questions - What Not to Ask Candidates,” n.d.).

**Building rapport:**

For building rapport, I will talk to the student in a friendly, relaxed manner in an empathetic tone. SO that he feels relaxed opening up to me. I will tell him how amazing student he was to acknowledge that he was a good student. After asking each question in a concerned tone, I will listen to him carefully with all my attention.

 I will give him examples of another student who have been through a similar situation but were able to strike back their amazing grades. This will give him hope and that he can again become a good student(“Building RapportEstablishing Strong Two-Way Connections,” n.d.).

**References**

Building RapportEstablishing Strong Two-Way Connections. (n.d.). Retrieved March 4, 2019, from http://www.mindtools.com/pages/article/building-rapport.htm

Counselling in Schools - Google Books. (n.d.). Retrieved March 4, 2019, from https://books.google.com/books?hl=en&lr=&id=R\_cqte9iDmMC&oi=fnd&pg=PP11&dq=counselling+in+schools%5C&ots=nxJtz4\_eo1&sig=ByFQ35w6OXELX4IURyarAZtMD10#v=onepage&q=counselling%20in%20schools%5C&f=false

Illegal Interview Questions - What Not to Ask Candidates. (n.d.). Retrieved March 4, 2019, from https://www.betterteam.com/illegal-interview-questions