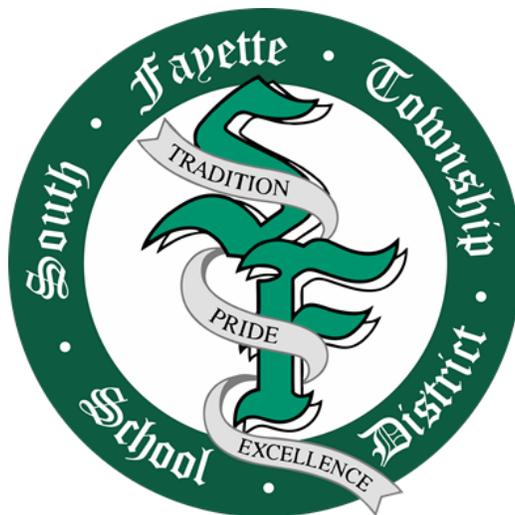


SENIOR EXIT INTERVIEW HANDBOOK

South Fayette Township School District

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Introduction to the Senior Exit Interview

The Senior Exit Interview is a graduation requirement established by the South Fayette Township School District with the following purpose:

1. To provide all seniors with a culminating real-world learning experience, with particular emphasis on personal reflection and career acquisition.
2. To gain valuable feedback from students about their educational experience.
3. To assess a student’s ability to apply, analyze, synthesize, evaluate, and communicate information related to their career interests, career pathway, and postsecondary planning with significant knowledge and understanding.

Context

The Senior Exit Interview is the capstone experience to career education and exploration that has taken place in grades 9 through 12. Students begin preparation for the interview in 9th grade with the creation of their career portfolio. Activities, lessons, and experiences meeting the Career Education and Work Standards related to career exploration, career acquisition and retention, and entrepreneurship continue through 11th grade. Please see the table below outlining the Career Portfolio and Senior Exit Interview:

	Career Portfolio	Senior Exit Interview
Grade Level(s)	9-11	12
Purpose	<ol style="list-style-type: none"> 1. To help students identify career pathways of interest and understand what steps should be taken upon graduation to continue their career pursuits. 2. To meet the Pennsylvania Career Readiness Standards that address career awareness, career acquisition, career retention, and entrepreneurship. 3. To meet the Pennsylvania Department of Education requirement that each student obtain a minimum of 8 career artifacts while in grades 9-11. 4. To benefit students in preparing for the Senior Exit Interview. 	<ol style="list-style-type: none"> 1. To provide all seniors with a culminating real-world learning experience, with particular emphasis on personal reflection and career acquisition . 2. To gain valuable feedback from students about their educational experience. 3. To assess a student’s ability to apply, analyze, synthesize, evaluate, and communicate information related to their career interests, career pathway, and postsecondary planning with significant knowledge and understanding.
Time Frame	Ongoing throughout the school year	Spring of the senior year

Logistics	<ul style="list-style-type: none"> • Students complete lessons and assignments for the career portfolio in various classes throughout the school year. • Each graduating class has a Career Readiness Google Classroom where career portfolio artifacts are kept. • The student’s work in the Career Readiness Google Classroom is the digital career portfolio. 	<ul style="list-style-type: none"> • Seniors will be assigned a specific time for their interview on April 12th. • One student will interview with a panel of teachers. • The interaction will be in an interview format, not a presentation format. • Students do not need to bring any materials with them to the interview.
Grading	Students will be graded on individual assignments by the corresponding teacher as they are completed for the purpose of the career portfolio.	A rubric will be provided to all seniors in advance of the interview. This rubric will be used to determine a final grade. The final grade will be reflected on the transcript, and students will be awarded 1 credit for completion.
Additional Information		Mrs. Sharro will speak with Senior English classes each quarter in preparation for the interview. Details and expectations will be communicated to parents via email after each meeting.

Time Frame

The Senior Exit Interview will take place in the spring of the senior year. Please review the school calendar for the specific date. The school calendar can be found on the South Fayette High School website.

Logistics

On the Senior Exit Interview Day, each student will be assigned a specific interview time. One student will meet with a panel of South Fayette teachers. Students will be asked a series of questions, to which they must provide thoughtful and relevant responses. Interviews will take approximately 20 minutes to complete.

“What happens if I do not complete the exit interview?”

Students who do not receive a successful evaluation will be given the opportunity to interview again prior to graduation. If the student does not meet the exit interview requirement, he or she will have his/her diploma withheld until this requirement is met.

Grading/Scoring

The maximum score a student can receive on the Exit Interview is 80 points. 70 possible points can be earned through the interview questions. 10 possible points can be earned through professionalism. The final grade the student receives on the exit interview will be reflected on the high school transcript. Students will earn 1 credit for the completed exit interview.

Interview Questions

Students will be asked 7 questions during their interview. Each individual response shall be scored on a ten-point scale:

9-10: Response is clear, well-thought out, and articulate. Student answers all questions and leaves no reservations with the panel. Student includes 3 supporting details.

7-8: Response is relatively clear with an adequate amount of consideration and includes 2 supporting details.

5-6: Response is noticeably lacking in either clarity or consideration as well as supporting details. Only 1 supporting detail is included.

1-4: Response is absent of supporting details.

0: Response is missing.

Professionalism Score

Professionalism will be scored on the following four components: professional appearance/dress, appropriate language and grammar, eye contact, and promptness.

9-10: Student met all four professionalism components.

7-8: Student met three professionalism components.

5-6: Student met two of the professionalism components.

1-4: Student met one of the professionalism components.

0: Student did not meet any of the professionalism components.

Interview Question Topics

The following topics may be addressed in the Exit Interview:

- Your career aspirations and factors that contributed to you making your career decisions.
- How you plan to achieve your career aspirations. Consider the support you have to assist you in achieving your career goals (post-secondary education, transportation, internships, financial circumstances, etc).
- Courses at South Fayette that have benefitted you the most and why.
- The real-world learning experiences (career shadows, apprenticeships, internships, career mentoring, school to business partnerships, and activities) you have engaged in at South Fayette and how those experiences impacted you.
- How you balance your work/school/home life/social life/extracurricular activities.
- The last thing you read for pleasure and why.
- How you plan to contribute to the betterment of your community after graduation.
- Your greatest accomplishment and why you regard it as such.
- An example of a difficult experience and how you handled it.