



## Human Resource Compliance Video Trainings

- Students will need to complete training videos and quizzes. This can be completed in advisory as well at home. This will help students understand appropriate behaviors in the workspace and how to handle certain situations. There will be 8 video lessons that are mandatory along with others they can complete if they so choose.
- Training Videos Link: <https://fhusd-az.safeschools.com/>
- Username: Student Email ([number first initial last name@fhacademics.org](mailto:205jkane@fhacademics.org)) and click log in
- Password: Changeme!123 (It may not ask for a password.)

A screenshot of a login form for fhacademics.org. The form has a white background with a blue border. At the top, it says "Username". Below that is a text input field containing the email address "205jkane@fhacademics.org". To the left of the input field is a "Forgot Login?" link. To the right is a blue "Log In" button with a right-pointing arrow. Below the input field is a "Username Hint" link with a question mark icon. Two red arrows point to the input field and the "Log In" button.

## Conducting an Interview

- Students must conduct an interview with the person who is their mentor/host (internship) or from the organization you're interested in (as mentioned in the alternative project).
- The interview should include, but are not limited to the following:
  - What are your daily tasks?
  - What are some challenges of the role?
  - Who do you report to? Does anyone report to you?
  - What requirements (i.e. education, certifications, degrees, etc.) are needed for this position?

## Go Through a Mock Interview

- The mentor/host (Internship) or organization (Alternative Project) should put you through a mock interview for the role.
- Students will need to be given a job description and record questions that were asked of them during the interview once it is over.
- Reflect on interview and include in presentation



## Presentation

- Prepare a presentation that is AT LEAST 10 minutes long using Google Slides, Canva, etc.
- Essential Question: How does the Portrait of a Graduate Skills connect to the internship/ project that you completed?
- There should be AT LEAST two slides per skill making connections to the work you completed.
- Include information from the interview you conducted.
- What requirements (i.e. education, certifications, degrees, etc.) are needed for this position? (Internship & Alternative Project Prompt #1)
  - What requirements would you need in order to be hired in this position
  - Job Description
    - What schooling will the student need?
    - Where can a student get that particular schooling? (trade/technical school, community college, university, etc.)
    - How will someone pay for this? Scholarships, loans, family, savings, etc.
    - Will the student need to be an apprentice? Complete an internship?
    - What will make the student the most marketable for this job?
  - Reflect:
    - What are their student's daily tasks?
    - What are some challenges of the role?
    - Who do they report to?
    - What is the student's biggest takeaway from this experience?
- What local organization would the student be helping? (Alternative Project Prompt #2)
  - What are their vision and mission statements?
  - What is their greatest need?
  - How would the student make the biggest impact?
  - Explain the solution that would be developed to solve the organization's biggest challenge. This may take more than a year.
  - How much time would it take?
  - What resources would you need?
    - How could you involve more of the community within this project?
    - Where would you get the resources?
    - How would you pay for the resources?
  - How will a student balance their time volunteering within their life?
    - Is the student holding down a job during this time?
  - How does this better the community?
  - Why is this work important?