**Class Activity: Professional Communication, Attire, and Non-verbal Communication for Interviews (Instructor)**

**Objective:** To prepare surgical technology students for professional interactions during in-person, phone, and web-based interviews, focusing on effective communication, appropriate attire, and non-verbal cues.

**Materials**

* Handouts on professional communication and attire guidelines.
* Computer with internet access for web-based interview simulations.
* Phone for phone interview role-plays.
* Projector or screen for presentations and videos.

**Activity Breakdown**

**Introduction to Professional Interviewing (20 minutes):**

* Begin with a presentation on the importance of professional communication and attire in different types of interviews.
* Discuss the specific nuances of in-person, phone, and web-based interviews.

**Role-Playing Sessions (45 minutes):**

* Divide the class into small groups.
* Conduct mock interviews, rotating roles among students (interviewer, interviewee, observer).
* Include different scenarios: in-person, phone, and web-based interviews.

**Discussing Non-verbal Communication (30 minutes):**

* Highlight the importance of body language, eye contact, and facial expressions in conveying confidence and professionalism.
* Show video examples and discuss how non-verbal cues can impact an interview.

**Attire Presentation and Discussion (25 minutes):**

* Present guidelines on appropriate attire for different types of interviews.
* Discuss how attire can influence the first impression and overall professional image.

**Feedback and Discussion Points (20 minutes):**

* Groups provide feedback to each other based on observations during role-plays.
* Discuss common mistakes and best practices for each interview type.

**Expert Insights (Optional, 20 minutes):**

* Invite a hiring professional or career counselor to share insights and answer questions.

**Discussion Points (Student)**

1. How do professional communication styles vary between in-person, phone, and web-based interviews?
2. What are some effective strategies for maintaining engagement and professionalism in a phone interview where visual cues are absent?
3. How does attire influence the perception of professionalism in different interview settings?
4. Discuss the role of non-verbal communication in making a positive impression during an interview.
5. How can one prepare for unexpected questions or situations during an interview?

**Debrief Survey**

1. How confident do you now feel about handling different types of interviews?
2. Which aspects of the activity did you find most beneficial?
3. What are key takeaways regarding attire and non-verbal communication in interviews?
4. Is there any additional information or training you feel you need?
5. How would you rate the effectiveness of the role-play exercises in preparing you for real interviews?

**Assessment**

* Evaluate students based on participation, ability to demonstrate effective communication, appropriate attire, and understanding of non-verbal cues during role-plays.

**Follow-Up**

* Encourage students to apply these skills in real-world settings and seek feedback.
* Plan follow-up sessions to refine techniques and discuss experiences in actual interviews.

**Interview Attire Guidelines for Surgical Technologists (Business Casual Focus)**

For surgical technologist interviews, especially in settings leaning towards business casual, it's important to strike a balance between professionalism and the practicality of the role. Here are guidelines tailored for men, women, and non-binary individuals, including an option for transitioning to scrubs if necessary.

**General Guidelines**

* Aim for a Polished Business Casual Look: Choose attire that is professional but slightly less formal than traditional business wear.
* Be Prepared for a Transition to Scrubs: If there's a possibility of being called into a surgical case or a clinic setting, be prepared to change into scrubs. Carry a set with you or confirm in advance if the facility will provide them.
* Comfort and Practicality: Ensure your attire is comfortable and allows for easy movement, considering the dynamic environment of surgical technology.
* Clean and Neat Presentation: Regardless of your choice of outfit, ensure it is clean, well-fitted, and free of wrinkles or excessive wear.

**Attire Recommendations**

**For Men:**

* Shirt: Opt for a collared, button-down shirt, preferably in a solid color or subtle pattern.
* Trousers: Choose tailored trousers in a neutral color like khaki, gray, or navy.
* Shoes: Wear clean, polished dress shoes or loafers.
* Jacket (Optional): A blazer or sports coat can be added for a more polished look.
* Scrubs Option: Have a clean and pressed set of scrubs ready if required to change.

**For Women:**

* Top: Select a conservative blouse or top. Avoid low-cut necklines or overly loud patterns.
* Skirt or Trousers: A knee-length skirt or tailored trousers in a neutral color.
* Shoes: Closed-toe flats or low heels for comfort and mobility.
* Cardigan or Blazer: A professional cardigan or blazer can complete the look.
* Scrubs Option: Keep a set of scrubs on hand, ensuring they are neat and professional.

**Additional Tips**

* Minimal Accessories: Keep accessories simple and professional. A watch or simple jewelry can be enough.
* Grooming: Ensure hair is neatly styled, facial hair is well-groomed, and makeup is minimal and natural-looking.
* Final Check: Before the interview, do a final check to ensure no stains, missing buttons, or other wardrobe malfunctions.
* Carry a Bag: Have a professional-looking bag to carry necessary documents, extra scrubs, and personal items.

By adhering to these guidelines, you'll present yourself as a professional who is not only ready for the interview but also prepared for any practical evaluations that may arise, particularly in a clinical setting.