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| **INTERVIEW SKILLS** |
| **GRADE 11 LESSON 17** |

**C:\Documents and Settings\Rhea\Local Settings\Temporary Internet Files\Content.IE5\5AURPV44\MCBD19924_0000[1].wmfTime Required:** 30-45 minutes

**Content Standards**: (AA.S.6) Students will understand the relationship between personal qualities, education, training and the world of work.

**Indicators (Students will…)**: AA.C.11.6.03 Practice appropriate speaking, listening, and interviewing skills.

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| **GOAL:** Students will learn about and practice effective interviewing skills. |

**Preparing for an Interview**

**Please lead the class in a discussion about interviews. You can use the talking points below. You do not have to use the paragraphs as a script. Have the students place the Interview Question and Answers handout in their Advisory folders when it is complete.**

**SAY SOMETHING LIKE:** In a job interview, the employer is trying to find out what kind of employee you would be – your overall attitude, your work ethic, how you get along with people, and how you might handle different situations. At the same time, it gives you a chance to shine and really prove yourself as a positive, hard-working team player, in a way you just can’t in a job application. Interviews are a way of reassuring the employer that they are capable of doing this job. Basically, the goal of an interview is to back up your skills with specific evidence of your personal strengths and accomplishments. This isn’t the same as bragging.

Review the Job Interview Tips handout.

**SAY SOMETHING LIKE**: If the thought of an interview makes your stomach do flips, keep in mind that there’s a lot you can do to prepare. One of the best ways is to know in advance what questions might be asked and consider how you would answer them. This will help you feel more confident and comfortable as you go into an interview. The good news is, many employers ask the same questions – no matter what level job you’re applying for. After all, most interview questions are meant to find out what kind of employee you would be, whether you’re interviewing for an entry-level position or a manager. Chances are, you’ll be answering these questions again and again throughout your career.

**SAY SOMETHING LIKE:** The good news about interviews is that there’s no one, single right answer. You just need to be clear, honest, and positive. However, there is a difference between a good answer and a bad answer.

Say you’re interviewing at McDonald’s and the interviewer asked why you want a job as a cashier. Which of the following are probably the wrong answers? Why? Which is the best answer?

a. My dream is to pursue a lifelong career in fast food. (This is probably not an honest answer, and could come across as sarcastic or disrespectful.)

b. For the free Happy Meals. (This is not a positive answer. It doesn’t show maturity or respect for the company.)

c. I think it will give me great work experience. (This answer is honest, direct, and positive – and it shows maturity and a respect for the employer.)

Now let’s say you’re interviewing at an amusement park (Six Flags Amusement Park) and the interviewer asks you why you want to work there. I will read out two possible responses. You need to figure out what the best response would be and why.

a. Well, I saw your ad and I’ve been to Six Flags every summer since I was six. (It’s not a horrible answer- at least we know the candidate is familiar with the park.)

b. I like working with people and making sure they’re having a good time. I always help my aunt organize my niece’s birthday parties, and I keep the kids entertained and the adults from going crazy. (This is a good answer because it shows that the candidate has an idea of the energy required to do this job.

**SAY SOMETHING LIKE:** “Tell me something about yourself” is a question you’re going to answer throughout your life, so it’s very important to be able to answer it comfortably and succinctly. This is often one of the first questions you’ll answer in an interview, so this is how you’ll present yourself to the employer. It’s important to have a brief, positive description of yourself. Of course, you’ll want to refine this “pitch” to the specific job.

Example for a student interviewing as a sales clerk at a toy store: I’m a sophomore at Smith High. My real passion is working with kids. Last summer, I volunteered as an assistant coach for a girls’ soccer team. I also have a lot of experience babysitting, especially for two families that I baby-sit for every week. I love being with those kids, watching what they like to do, and helping them come up with new games. Of course, I often have to help them work through problems, too. They’ve taught me a lot about how to talk to kids! I’d love to have a job where I can work with kids and parents.

Complete the Interview Questions and Answers handout.

**SAY SOMETHING LIKE:** An interview isn’t just about making sure you’re a good fit for the job – it’s also a chance to make sure the job is a good fit for you! Almost every interviewer is going to ask you if you have any questions. It’s not rude to ask questions – in fact, it’s important that you do have a few questions ready. This is also your chance to ask questions that let you know if the job is right for you. Now, let’s look at some questions you might ask the interviewer. \*Review the Questions for the Employer handout.

This lesson was adapted from: <https://secure.cfwv.com/images/wv/PDFs/RTS/Facilitators_Guides/Grade_10/G10_FindingAJob5.pdf>

**Additional Resources**:

About.com Career Planning <http://careerplanning.about.com/od/jobinterviews/a/job_interview.htm>

JobInterview.net <http://www.job-interview.net/>

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| **Extension Activities**:  **CFWVlogo150**  Activity:  Students can practice answering job interview questions using the [Job Interview Practice](https://secure.cfwv.com/Career_Planning/Get_a_Job/Job_Interview_Practice/Job_Interview_Practice.aspx) feature.  Worksheets:  [Set Up Interviews by Phone](https://secure.cfwv.com/images/transitions/pdf/Set_Up_Interview_Worksheet.pdf)  Resources:  Lesson Plan – [Preparing for a Job Interview](http://www.bridges.com/WV_Pro/interview_practice.pdf)  Lesson Plan – [The Job Interview](http://www.bridges.com/WV_Pro/preparing_for_the_interview.pdf) |

Grade 10, Finding a Job 5: Preparing for an Interview

Student Handbook, Job Interview Tips

Job Interview Tips

• Research and know the job you’re interviewing for and the company where

you’re interviewing.

• Ask friends and family members to conduct practice interviews with you.

• Present a professional appearance.

• Don’t chew gum.

• Arrive 10 minutes early to the interview.

• Greet the interviewer by title and name (Ms. Gomez).

• Shake hands firmly.

• Make eye contact with your interviewer.

• Speak clearly. Try to avoid “um” and “like.”

• Show your enthusiasm, and don’t forget to smile.

• Emphasize your strengths, skills, and achievements.

• Emphasize the previous experiences that demonstrate your ability to do the

job.

• Don’t complain about past jobs or employers.

• Show enthusiasm and interest by asking questions.

• At the end of the interview, say thank you — and if you really want the job,

say so!

• After the interview, write a thank you note.

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Grade 10, Finding a Job 5: Preparing for an Interview

Student Handbook, Interview Questions and Answers

Interview Questions and Answers

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| **Interview Question** | **Tips** | **Your Answer** |
| **Tell me something about yourself.** | This is often the first question an in­terviewer asks. Because it is open- ended, it is your chance to shine. Keep it short and sweet. Highlight two or three interests or skills that show your ability to do the job.  Use positive, work-oriented adjec­tives, like *responsible, hard-work­ing, honest,* and *courteous.* |  |
| **Why do you want to work here?** | Emphasize your value to the em­ployer, not your need for a job. Also, show that you’ve done your research. Rather than say, “Be­cause it’s a great company,” say *why* you think it’s a great com­pany. |  |
| **Tell me about your work experience.** | Many high school students won’t have work experience. If you’ve been part of a club or team at school, or have volunteer expe­rience, talk about skills you’ve gained — especially those that match the job description. Make it clear that you’re eager to learn. |  |

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Grade 10, Finding a Job 5: Preparing for an Interview

Student Handbook, interview Questions and Answers

Interview Questions and Answers (continued)

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| **Interview Question** | **Tips** | **Your Answer** |
| **Why did you leave your last job?** | The interviewer may be worried that you’ll leave this job, too. Don’t complain about your last boss, how hard the work was, or how little money you made. Give a neutral or positive reason for leaving, like returning to school, or looking for a job where you can learn new skills. |  |
| **What are your strengths?** | Choose skills that show how you can do this job. Be prepared to give examples of your accomplish­ments. Include compliments you’ve received from previous jobs (even if it was just babysitting or lawn mowing) or in school. |  |
| **What are your weak­nesses?** | Don’t leave the interviewer with the impression that you’ll be a terrible employee. Choose a weakness that you’ve taken steps to overcome. For example, “Math isn’t my strongest subject, so 1 signed up for after school tutoring. 1 went from having a D my fresh­man year to a B my sophomore year.” |  |
| **What do you like to do in your spare time?** | Be honest, but choose an answer that demonstrates that you have a life, and that you’ll fit in with your coworkers. |  |
| **What are your plans for the future?** | Your answer shows how realistic you are, whether you think ahead, and how hard you’re willing to work. |  |

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Grade 10, Finding a Job 5: Preparing for an Interview

Student Handbook, Questions for the Employer

Grade 10, Finding a Job 5: Preparing for an Interview

Student Handbook, Questions for the Employer

Questions for the Employer

An interview gives an employer a chance to learn about you. But it’s also a chance for you to learn more about the job and the employer you’ll be working for. Before going into an interview, think about what you’d like to learn to make sure the job is a good fit for you. Then consider what questions will help you find out that information.

Below are some questions you might ask.

• What are the day-to-day responsibilities of this job?

• Will my job responsibilities change over time?

• What are some of the skills and abilities necessary for someone to succeed in this job?

• What are some skills I’ll learn with this job?

• What kind of training will I receive? Who will be training me?

• Who is my supervisor? How will s/he give me feedback on my work?

• Who would I speak with if I have questions or concerns about my job?

• How many hours a week would I work in this position? When and how would you

notify me if you needed me to work extra shifts?

• What are some of the things you like about working for this company?

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