



The Job Interview



Notes/Resources

Objective

Demonstrate effective interviewing skills.

Procedure

- Have students discuss:
 1. What a job interview is
 2. What happens at a job interview
 3. What is appropriate with regard to etiquette, clothing, jewelry, hygiene, body language, and communication skills.
- Ask students what they think of the quote: “If you don’t believe in yourself, then who will believe in you?”—Martin Lawrence
- Discuss with students the handouts, “The Interview” and “Questions Commonly Asked by Employers.”

Suggested Performance Measure

- Student role-play of job interviews, videotaped if possible
- Group discussion of role-play activity, focusing on ability to follow suggestions on the handouts

• • • • •
Grade Level: 10–12

Career Education Competencies

- Self-Understanding
- Interpersonal Skills
- Leisure/Life Enrichment Skills

Applicable Tasks

Phase 1

4, 8, 9, 12, 13

Phase 3

2, 6, 7, 9

Related Academic Standards of Learning

English 10.1, 10.4, 12.4

Activity taken from Career Education Activities: Grades 9–12, 1996. Fairfax County Public Schools; updated 2004

The Interview

The job interview is a dialogue that provides for an exchange of information between you and your potential employer. Preparation is the key to a good interview.

Points to remember:

- Be punctual.
- First impressions are important. Dress appropriately; be clean and neat; do not wear heavy cologne or other scents; check your breath (Use a mint, and do not chew gum during the interview.).
- Arrive early. Allow time for traffic or uncontrollable events. Try a test drive prior to the interview. Call if you are going to be late or need to reschedule.
- Fill out the application completely. Never assume that your resume covers everything.
- Establish and maintain eye contact, but do not stare; smile; give a firm handshake. Address the interviewer by using his/her last name (Ms. Collis, Mr. Anderson; make sure you know the pronunciation of his/her name before the interview.).
- Be honest and sincere. Remain positive; never talk negatively about a previous employer or company.
- Elaborate on your answers—don't simply say "yes" or "no." However, be succinct. Listen to the question. Repeat the question if necessary, and think before you reply. It is all right to take a brief pause.
- Be prepared to provide a list of employment references including the name, title/company, address, telephone number, and relationship to you (e.g., supervisor, neighbor, co-worker).
- Ask questions of the interviewer to clarify the job and/or company specifics (e.g., duties, hours, date job begins, salary, types of assignments, possibilities for advancement, and company procedures).
- Find out when a decision will be made and if you will be notified.
- Finish on a positive note, such as, "Thank you for you the interview. I look forward to hearing from you."
- Promptly send a thank-you note to show your appreciation for the interview. You may take this opportunity to express your continued interest in the position or to withdraw your name from consideration.

Questions Commonly Asked by Employers

1. What are your career goals?
2. In what school activities have you participated? Which did you enjoy most? Why?
3. In what type of position are you most interested?
4. Why do you think you might like to work for this company?
5. What jobs have you held? Why did you leave?
6. What courses do you like best in school? Least? Why?
7. What do you know about this company?
8. Why do you think you would like this particular job?
9. Are you looking for a permanent or temporary job?
10. Do you prefer working with others, by yourself, or both?
11. Can you take instruction without feeling upset?
12. What have you learned from some jobs you have had?
13. What might you like to be doing in five years?
14. What can you bring to this job that would make you an asset to our company/business?
15. What do you consider a satisfactory attendance record?
16. What are your weaknesses? Your strengths? (Try to find a way to make your weaknesses sound like a positive thing. For example, "I can be a little slow, but that is because I pay attention to detail.")