

Job Explorer: My Dream Job-Lesson 12

Topic: The Job Interview

Objectives:

Students will be able to:

- Explain the different types of job interviews
- Identify typical questions asked in a job interview
- Discuss some of the tips suggested for doing well in job interviews

Materials:

- Worksheets #12A, #12B, #12C and #12D.

Focus Question: How can you do your best in a job interview?

Teaching Strategies:

Introduction:

- Distribute Worksheet #12A. Ask students to explain their answers to the following:
 - What do you know about job interviews already?
 - What are the three pieces of information you would want to know about job interviews that you listed in the exercise?
 - To what extent are you more comfortable/more stressful at the thought of going on a job interview?

Body of the lesson:

Tell the class that today they will be discussing the job interview and the role it plays in finding a job.

- Distribute Worksheet #12B, “Types of Interviews.” Have students complete the exercise on the worksheet. Then, have them explain their answers to the following.
 - What are some of the important differences between the types of job interviews listed on this handout?
 - In which type of interview would you be most comfortable?
 - Which type of interview would cause you the greatest stress?

- Distribute Worksheet #12C, “Questions.” Divide the class into groups of four students each. Assign each group to review one of the four types of questions appearing on the worksheet (as a result of class size, two groups may be reviewing the same set of questions). Ask four of the groups to give a brief presentation (each on a different set of questions—meaning some groups may not present, depending on the size of the class) in which they:

- Identify the three most difficult questions they found in the set they looked at
 - Explain why they found these questions so difficult to answer

Then, as part of the whole class discussion, have students explain their answers to the following:

- Which of the questions mentioned would you find most difficult to answer? Is there anyone in the class who has a good answer for this question?
- What conclusions would you draw about job interviews from this worksheet?

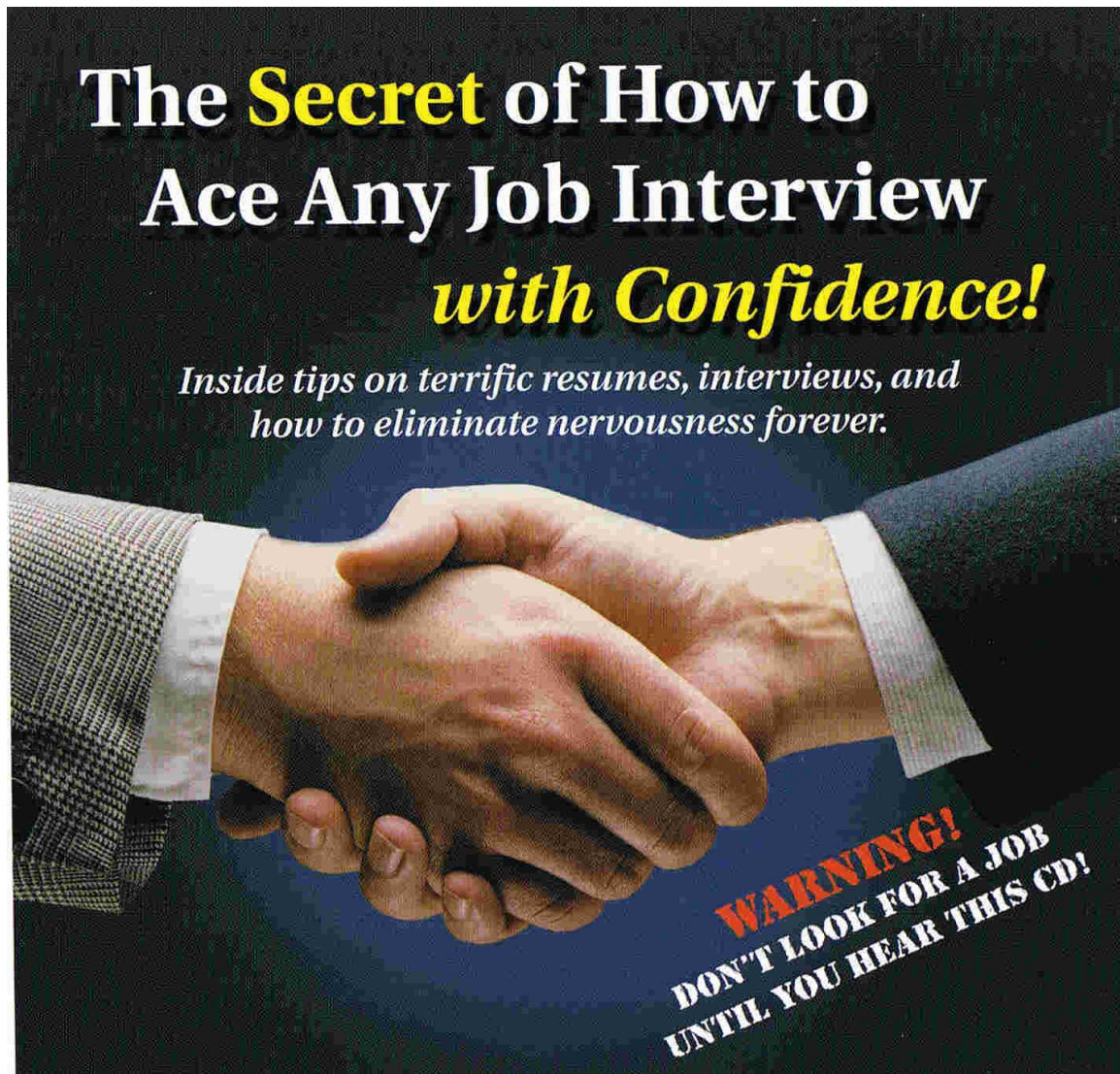
- Distribute Worksheet #12D, “Tips.” Have students follow the directions for the exercise on the worksheet. Then, have them explain their answers to the following:
 - What did you learn about job interviewing from this worksheet?
 - Which of the tips suggested here were you unfamiliar with?
 - Which was the most valuable tip suggested here?
 - Are there tips you would give someone about interviewing that are not mentioned on this worksheet?

Summary/Assessment:

- Have the class explain their answers to the following:
 - What is most important advice you would give to someone going on his/her first job interview?

Worksheet #12A, “CD”

Exercise: The photo on this worksheet comes from the cover of a CD about job interviews. Complete this exercise below, following the directions that appear.



<http://www.listenandlive.com/images/Ace%20Any%20Job%20Interview.jpg>

Directions: List three pieces of information that you would want to know about job interviews from this CD

- 1.
- 2.
- 3.

Worksheet #12B, “Types of Interviews”

Exercise: Read the worksheet below. Write the letter “C” in front of the interview in which you would feel the most comfortable. Write the letter “S” in front of the interview in which you would feel the greatest amount of stress.

There are a variety of different types of interviews that employers use to screen candidates for employment including those below:

____ 1. **One on One Interview**

A typical job interview is one-on-one between a candidate for employment and a hiring manager. The interviewer will ask questions about the applicant's experience and skills, as well as about work history, availability, and the personal attributes the company is seeking in the person they will hire for the job.

____ 2. **Behavioral Interview**

An interview based on discovering how the interviewee acted in specific employment-related situations. The logic is that how you behaved in the past will predict how you will behave in the future.

____ 3. **Dining Interview**

Dining with a prospective employee allows employers to review your communication and interpersonal skills, as well as your table manners, in a more relaxed (for them) environment.

____ 4. **Group or Panel Interview**

An interview by a panel or group of interviewers. There may be one candidate and multiple interviewers, multiple candidates and one interviewer, or several candidates and several interviewers.

____ 5. **Interviews in a Public Place**

A job interview held in a public place, like a coffee shop or restaurant. It could be because they are hiring for a field position and they don't have a local office. Or, it may be more convenient to interview candidates in a setting other than the office, especially if you don't want your current employees to know that you're hiring.

____ 6. **Open Job Interview**

An interview in which a company accepts job applications during a block of time when all applicants can attend. Interviews are held on a first-come, first served basis.

____ 7. **Phone Interview**

Phone interviews are often used to screen candidates in order to narrow the pool of applicants who will be invited for in-person interviews.

____ 8. **Screening Interview**

A job interview conducted to determine if the applicant has the qualifications needed to do the job for which the company is hiring. A screening interview is typically the first interview in the hiring process.

____ 9. **Second Interview**

Sometimes, a second interview is a one-on-one interview with the person you originally interviewed with, other staff, or it can be a day-long interview. You may meet with management, staff members, executives, and other company employees.

____ 10. **Third Interview**

When you have made it through the first interview, then a second interview you might think you're done with the interview process and you'll soon find out whether you'll be receiving a job offer. That's not necessarily the case. You may have to endure a third interview and possible more interviews after that.

Adapted from: <http://jobsearch.about.com/od/jobinterviewtypes/tp/jobinterviewtypes.htm>

Worksheet #12C, “Questions”

Exercise: You will be assigned to a group. Each group will look at one of the four sets of questions below. For the set of questions your group looks at, place an “X” in front of the three questions they would find most difficult to answer. Be prepared to make a brief presentation to the class identifying each of the three questions you designated, explaining why your group found these questions so difficult to answer.

1. Questions About Previous Jobs

1. Name of company, position title and description, dates of employment. -
2. What were your expectations for the job and to what extent were they met? -
3. What were your starting and final levels of compensation? -
4. What were your responsibilities? -
5. What major challenges and problems did you face? How did you handle them? -
6. What have you learned from your mistakes? -
7. What did you like or dislike about your previous job? -
8. Which was most / least rewarding? -
9. What was the biggest accomplishment / failure in this position? -
10. What was it like working for your supervisor? -
11. What do you expect from a supervisor? -
12. What problems have you encountered at work? -
13. Have you ever had difficulty working with a manager? -
14. Who was your best boss and who was the worst? -

2. Questions About You

1. What is your greatest weakness? -
2. What is your greatest strength? -
3. How will your greatest strength help you perform? -
4. Describe your work style. -
5. Do you work well with other people? -
6. Do you take work home with you? -
7. How many hours do you normally work? -
8. How would you describe the pace at which you work? -
9. How do you handle stress and pressure? -
10. Are you a self motivator? -
11. What are your salary expectations? -
12. What do you find are the most difficult decisions to make? -
13. Tell me about yourself. -
14. What has been the greatest disappointment in your life? -
15. What are you passionate about? -
16. What are your pet peeves? -
17. What do people most often criticize about you? -
18. What is the worst thing that you have ever gotten away with? -
19. When was the last time you were angry? What happened? -
20. Why did you choose your major? -
21. If you could relive the last 10 years of your life, what would you do differently? -
22. If the people who know you were asked why you should be hired, what would they say?
23. Do you prefer to work independently or on a team? -
24. Give some examples of teamwork. -
25. More teamwork interview questions. -
26. What type of work environment do you prefer? -
27. How do you evaluate success? -
28. If you know your boss is 100% wrong about something how would you handle it? -
29. Describe your most difficult work or school situation and how you handled it. -

3. Questions About the New Job and the Company

1. What interests you about this job? -
2. Why do you want this job? -
3. What applicable attributes / experience do you have? -
4. Are you overqualified for this job? -
5. What can you do for this company? -
6. Why should we hire you? -
7. Why are you the best person for the job? -
8. What do you know about this company? -
9. Why do you want to work here? -
10. What challenges are you looking for in a position? -
11. What can you contribute to this company? -
12. What do you see yourself doing within the first 30 days on the job? -
13. What would you do if you found out the company was doing something illegal? -
14. Are you willing to travel? -
15. What is good customer service? -
16. How long do you expect to remain employed with this company? -
17. Please rate me as an interviewer -
18. Is there anything I haven't told you about the job or company that you would like to know? -

4. Questions Your Future

1. What are you looking for in the job after this one? What is important to you? -
2. Where do you see yourself 5 years from now? -
3. What are your goals for the next five years / ten years? -
4. How do you plan to achieve those goals? -
5. What are your salary requirements - both short-term and long-term? -
6. Questions about your career goals. -
7. What will you do if you don't get this position? -

<http://jobsearch.about.com/od/interviewquestionsanswers/a/interviewquest.htm?p=1>

Worksheet #12D, "Tips"

Exercise: Circle the most valuable tip about job interviewing offered on this worksheet.

Here's are some tips and strategies about interviewing for a job.

Gather Research on the Company

Step one should be gathering background information on employers. You will need to be prepared to answer the questions "What do you know about our company?" and "Why do you want to work here?" Knowing as much as possible about the company's past performance and future plans can make your interview more interactive and could be just the leg up you need in a competitive job market. Before the interview review the company's web site and don't be afraid to contact your prospective employer to request details on the position you are interviewing for or to ask for company literature.

Practice Makes Perfect

Practice makes perfect (or at least leads to improvement). Practice interviewing with a friend and record or videotape your responses so you can replay the interview and see how well you did. Prepare answers to commonly asked interview questions. Doing so will help you analyze your background and qualifications for the position.

Behavioral Interviews

Behavior based interviewing is based on the premise that a candidate's past performance is the best predictor of future performance. For this type of interview, you will need to be prepared to provide detailed responses of your work or school experiences.

Prepare For the Interview

The best way to prepare is to think of examples where you have successfully used the skills you've acquired. Take the time to compile a list of responses to both types of questions and to itemize your skills, values, and interests as well as your strengths and weaknesses. Emphasize what you can do to benefit the company rather than just what you are interested in. Also prepare a list of questions you want to ask the interviewer. Remember, you aren't simply trying to get the job - you are also interviewing the employer to assess whether this company and the position are a good fit for you. It is very important to be on time for the interview. On time means ten to fifteen minutes early. If need be, take some time to drive to the office ahead of time so you know exactly where you are going. Know the interviewer's name and use it during the interview. If you're not sure of the name, call and ask prior to the interview. Remember to bring an extra copy of your resume and a list of references.

Stay Calm

Try to remain as calm as possible during the interview. Ask for clarification if you're not sure what's been asked and remember that it is perfectly acceptable to take a moment or two to frame your responses so you can be sure to fully answer the question.

End the interview with a thank you to the interviewer and reiterate your interest in the position. Follow-up with a personal thank you note, restating your interest.

http://jobsearch.about.com/od/interviews/Job_Interview_Tips.htm