

LINX EDUCATIONAL INSTRUCTOR'S GUIDE

INTERVIEW TIPS FROM A RECRUITER HOW TO WIN THE JOB YOU WANT

*Activity 1: HOW WOULD YOU ANSWER THESE QUESTIONS?

During an interview, these are questions that the interviewer will likely ask. Briefly write how **YOU** would answer each question, giving one response about yourself for each question.

1. Tell me about yourself? _____

_____.

2. What important things are you looking for in a job? _____

_____.

3. What is one of your greatest accomplishments? _____

_____.

4. What one thing would you change about your current job? (Or last job?) _____

_____.

_____.

5. What would you like to be doing in the next 3-5 years? _____

_____.

_____.

6. What do you like to do outside of work? _____

_____.

Two other questions often asked during the interview will be difficult to answer without specific information about the position:

7. What do you know about the position?

8. What type of salary are you looking for?

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*Activity 2: WHY WOULD YOU ASK THESE QUESTIONS?

During a job interview it is a good idea for the person being interviewed to ask questions of the interviewer. **WHY** would you ask the following questions? **WHAT INFORMATION** would you be seeking?

1. Can you describe a typical workday? _____

2. What are key skills you are looking for in this position? _____

3. What challenges can I expect from the position? _____

4. What can you tell me about your management style? _____

5. How will I know if I'm being successful? _____

6. Are there other questions or concerns you have about my qualifications or background? _____

*Activity 3: ROLE-PLAY THE INTERVIEW

Divide the group into teams of 3-6 persons. Ask the teams to come up with a hypothetical job for which they will be interviewing and list some of the qualifications they feel will be needed for the position. Have them role-play parts of the interviewer and interviewee, practicing the questions from the video. The interviewee should practice answering the questions asked, and then should ask questions of the interviewer.

Other persons on the team shall critique the answers, the manner in which they were given and the attitude of the interviewee. Change roles so that other team members have an opportunity to practice answering the questions. If time permits, have them determine another hypothetical job and list the qualifications and skills needed. Have each team report back to the entire group what they learned from this activity. **Note: the questions are listed in Activities 1 and 2.**

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ANSWER KEY

Activity 1:

Individual answers will vary. Participants/students should take this activity seriously for the best possible outcome.

Activity 2:

Individual answers may vary, but should be similar to:

1. **Typical workday-** so the you/interviewee will know in advance what to expect on the job, how you'll be spending your time; such as, a lot of time on the phone, working with other people, or handling sales, etc. To know if you want that type of work.

2. **Key skills-** the person being interviewed can give some examples of how they performed specific tasks that prove they have those skills.

3. **Challenges to expect from position-** this provides insight into whether the job may be "boring" or routine, or offers opportunities to complete a variety of tasks.

4. **Management style-** allows you/interviewee to know whether the supervisor will give you a task and leave you to complete it, or will give you a task, then "hover" over you until it is finished. Also determines if the manager likes to have control of all situations, or releases control to other employees or persons in positions of responsibility.

5. **How to know if successful-** all employees want to know if they're doing a good job. Will they **TELL** you? Will they give you a raise? Will there be a probation or evaluation period after which they will talk with you about performance?

6. **Questions/concerns about my qualifications-** allows you/interviewee to clear up anything that may keep them from hiring you; enables you to give an example of how you do have specific skills or qualifications they are seeking.