

LINX EDUCATIONAL INSTRUCTOR'S GUIDE

LANDING THE JOB: THE INTERVIEW

Activity 1: PREPARATION IS KEY!

Let's assume you have a job interview tomorrow. Describe what it means to be prepared for the interview.

These are things I should learn about the company

Activity 2: INTERVIEW QUESTIONS

There are many questions that an interviewer might ask, but most ask the following six questions:

1. _____
2. _____
3. _____
4. _____
5. _____
6. _____

Activity 3: PRACTICE! PRACTICE! PRACTICE!

Pair up with another individual to answer the questions listed in Activity 2. Practice answering the questions until you are comfortable that you could do this in an interview. If you are alone, practice in front of a mirror, paying attention to facial expressions and eye contact.

Activity 4: ACE THE INTERVIEW!

Explain (write out in a paragraph) at least five things one must do during the interview to make a good impression.

ANSWER KEY

Activity 1: Preparation is the key!

Research the company; know what they do, the position applying for; visit their website. Prepare a list of questions to ask; have a positive attitude. About the company: what they do, location, size of operation, local or national organization, about the position.

Activity 2: Interview Questions

1. Tell me about yourself.
2. What are your strengths, weaknesses?
3. Why do you want this job?
4. How suited are you for this position?
5. What experience do you have for this job?
6. Why should I hire you?

Activity 3: Practice!

Students/clients will want to practice answering the questions until they can answer without hesitation; practice giving examples of how they took leadership on a project, followed something through to completion, or increased sales, etc.

Activity 4: Ace the Interview!

Written paragraph should include five of the following:

Appearance: neat, clean, dressed appropriately for position;

Cover tattoos, no dangling jewelry, no gum;

Arrive a few minutes early;

Don't be too familiar, yet try to be calm, relaxed;

Never lie or exaggerate about your background or experience;

Take copies of your resumes;

Be prepared to answer the questions;

Take a list of questions you have for the interviewer.

Ask when you can expect to hear or when they expect to make a decision;

Thank the interviewer.

© 2007. Linx Educational Publishing. Tel: 800.717.LINX, www.linxedu.com. Copies of the activities may be used only in conjunction with the program they accompany. Any other reproduction of this worksheet in whole or in part without permission from the publisher is strictly prohibited.