

MAKE THE INTERVIEW COUNT: SIX P's OF JOB INTERVIEWS

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I. PREPARATION

- Know something about the company
- Ask friends, neighbors, relatives about the company
- Know your skills and abilities
- Have a positive attitude and show enthusiasm

Activity 1: BE PREPARED!

Select a company or business where you would like to work. Use one of the following methods to search for information about the company.

- Internet: use the company's website to get information
- Ask questions: ask friends, relatives, neighbors about the company, its business, and its position in the community
- Public library: research the company at the library using newspaper articles, Better Business information and other relevant business references

Write a brief report about findings from your search.

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II. PRACTICE & IV. POWERFUL INTERVIEW

Activity 2: INTERVIEW ROLE PLAY

Divide class into teams to role play answering interview questions. (Twelve commonly asked questions are given in the video and are listed below.) Have one person assume the role of the interviewer while another responds to the questions. Have other members of the team critique the answers. Then have teammates switch roles and do it again, allowing all team members to participate.

TWELVE COMMONLY ASKED INTERVIEW QUESTIONS

1. WHAT CAN YOU TELL ME ABOUT YOURSELF?
2. WHY DO YOU WANT TO WORK HERE?
3. WHAT TRAINING AND EXPERIENCE HAVE PREPARED YOU FOR THIS JOB?
4. WHAT ARE YOUR WEAKNESSES? YOUR STRENGTHS?
5. WHAT CAN YOU BRING TO THIS COMPANY?
6. WHAT DO YOU PLAN TO BE DOING FIVE YEARS FROM NOW?
7. HOW WELL DO YOU WORK WITH OTHER PEOPLE?
8. HOW WELL DO YOU WORK UNDER PRESSURE?
9. WHAT ARE YOUR HOBBIES?
10. WHY ARE YOU LEAVING YOUR PRESENT COMPANY?
11. WHAT WOULD YOU LIKE TO ASK ME?
12. WHY SHOULD I HIRE YOU?

QUESTIONS THE INTERVIEWER SHOULD NOT ASK

DO YOU HAVE ANY PHYSICAL DISABILITIES?

DO YOU HAVE CHILDREN?

ARE YOU MARRIED OR SINGLE?

HOW OLD ARE YOU?

WHAT NATIONALITY (ETHNICITY, RACE) ARE YOU?

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OPTIONAL Activity 3:

Videotape the interviewees answering the commonly asked questions for a job interview. Have members of the group suggest changes and then re-tape the session. Speak clearly and with enthusiasm. Tape as many interviewees as time permits. Practice is essential to having a successful interview.

III. PRESENTATION

Activity 4: ARE YOU DRESSED FOR SUCCESS?

Directions: For each job, list the clothing, including types of shoes, which an individual would wear to an interview for that job. Determine and list any clothing that would be inappropriate.

DAY CARE AIDE

BUILDING CONSTRUCTION

ANIMAL CLINIC

RECEPTIONIST IN OFFICE

CADDY

SUPERMARKET CASHIER

NURSE

COMPUTER GRAPHIC (large corporation)

YOUR "DREAM" JOB

COMPUTER GRAPHIC (from home)

V. POST-INTERVIEW & VI. PONDER THE POSITION

Activity 5: THANK YOU!

Write a “thank you” note to a person who could have been your interviewer. Address it personally to the interviewer, thank him/her for their time, and let them know of your interest in the company and the position.

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