

# LINX EDUCATIONAL INSTRUCTOR'S GUIDE

## IT'S NOT WHAT YOU SAY MASTERING THE INTERVIEW

### Activity 1: ASSESS YOURSELF!

In order to make a good impression in an interview, you must SELL YOURSELF. This means you must know your strengths and weaknesses... then focus on the STRENGTHS.

**Directions:** Make a list of your TOP 5 ASSESTS. These are your best qualities, the things you do best. Number them from your BEST #1 to the lowest #5. Then list 3 of your weakest qualities. Tell what you might do to improve them.

### Activity 2: THE 'EYES' HAVE IT!

Making a good visual impression is an important part of the interview. Divide into groups or teams to discuss and demonstrate the following:

- APPROPRIATE AND UNACCEPTABLE HANDSHAKE
- MAKING GOOD EYE CONTACT VS. MAKING 'SHIFTY' EYE CONTACT
- ACCEPTABLE APPEARANCE FOR THE FOLLOWING TYPES OF INTERVIEWS:
  - Cashier in superstore (like Wal-Mart)
  - Receptionist in an office
  - Packer in warehouse shipping department
  - Retail sales person in large department store
  - Delivery person for florist

For businesses and industries in your geographic area, discuss ways to dress (and NOT to dress) for an interview in that line of work.

### Activity 3: INFORMATION PLEASE

In an Informational Interview, YOU are in control. You aren't actually interviewing for a job, simply asking questions for more information about a career field or jobs available within a company.

Using the Yellow Pages™ of the phone book or company websites, identify a company you might be interested in working for and make a list of 5 questions that you will ask to inquire about that company. If possible, go to the company's website and check job postings. Print out a copy of the job description, qualifications, and other information. Use this to determine what types of questions you might ask in an informational interview.

### Activity 4: THANK YOU VERY MUCH!

One of the best ways to make a good impression is to follow up the interview with a Thank You note. Write a Thank You note to the person at the company you selected in Activity 3 to thank them for their time.

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## ANSWER KEY

### Activity 1:

Responses will be individual.

### Activity 2:

Firm handshake vs. weak handshake

Good eye contact vs. continually shifting eye contact

Acceptable appearance for ALL interviews

- Clean, well groomed, no gum, no heavy jewelry

- Cashier may be in dressy casual dress

- Receptionist may be in skirt/blouse for females, slacks, dress shirt and tie for males

- Packer may be in slacks and a sport shirt. Some areas will accept jeans and a t-shirt

- Delivery person may be in nice slacks/pants and shirt

### Activity 3:

Answers will vary depending upon the company selected. However, typical questions may be

1. What type of jobs are available in \_\_\_\_\_ field?

2. What training is needed to work here?

3. Do I need a college degree for a job here? If so, what jobs require college? What type of degree?

4. What technical training and knowledge is needed?

5. Questions about specific jobs.

### Activity 4:

Thank You letters should be sent within 24 hours of an interview to the person BY NAME who did the interview. Thank the person for their time, for anything they did to help or encourage you, and let them know that you are a) looking forward to hearing from them, or b) will call them "next week" to learn the status of the hiring process- then do it.

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