

Interviewing Points & Employer Questions

Directions

Teacher will ask students:

- 1) *Give your ideas on what a job interview is all about.*
- 2) *Why would making a good impression at an interview be important?*

Discuss:

1. What would be appropriate dress if you are applying for a job at an office?
2. What would be correct or appropriate dress if you are applying for a summer camp counselor's position?
3. Why would it be important to ask questions about the position?
4. Why is it important to be on time or to be early for an interview?
5. Why should you NOT ask about the salary right away?
6. If the interviewer delivers some negative news, such as 'there are no jobs at this time', why should you still be polite?
7. It is recommended that you always send a follow-up letter, or make a phone call after the interview in a day or two. Why?

Additional activities for students:

1. Plan for "mock interviews". Students will role play interviewee and employer roles, taking turns interviewing each other. They can make up the type of job with a list of questions. Students can also evaluate the interviews of others.
2. Students could also role play various positive and negative points of being a good /bad interviewee. If the interviews can be recorded, then have students evaluate when they are re-played.
3. Invite a business person to talk to the class as a guest speaker about what he/she looks for when interviewing applicants. What specifically turns them off? What is impressive?

Name _____

Employer may ask:

1. How did you hear about this company?
2. Why do you want to work here?
3. Why do you think you would be good at this job?
4. What classes are you taking at your high school?
5. What are your favorite classes?
6. What is your GPA or grade point average?
7. What are your hobbies?
8. What are your plans for your future?
9. Tell me your strengths.

10. What are your weaknesses?
11. What is your greatest fear?
12. How many hours per week are you willing to work?
13. What salary do you need to earn?
14. How about your transportation? How will you get to and from work?
15. When would you be able to start working here?
16. Is there anything you would like to ask me about this job?
17. _____
18. _____
19. _____
20. _____