PREPARING FOR EMPLOYMENT

In this course you have already:

- started a career portfolio
- accurately filled out several job applications
- written your personal résumé
- compiled a reference list
- learned how to dress for success

As we are nearing the end of the unit, let’s look over what you have accomplished during this lesson.
During this lesson, you will learn what to do to prepare for a job interview.
WHAT IS THE PURPOSE OF A JOB INTERVIEW?

Discuss possible answers with students.

Answer: The purpose of a job interview is for the hiring manager to learn more about the applicant and for the applicant to gain more knowledge about the position applied for.
How do you get called for a job interview? How will a hiring manager contact you?

Answer: If you are chosen as a candidate for the job, you will be interviewed. The hiring manager will contact you using the contact information you provided to them. It could be through a phone call, email or regular mail.
Who is involved in the interview process?

Answer: The interviewee, the hiring manager and sometimes there may be a panel of assistant managers, or a hiring committee.
Now we will discuss common interview questions a hiring manager may ask during an interview.
Distribute **101 Interview Questions** (see All Lesson Attachments tab.)

These are some common (and uncommon) interview questions one may expect on an interview. Have students ask questions and as a class brainstorm the correct type of responses.
Now we will discuss interview dos and don’ts.
The interview process is very important. This is your chance to shine and let the hiring manager know why you are the best person for the job. Discuss contents of slide in detail.
INTERVIEW DOS

- Sit still in your seat; avoid fidgeting and slouching
- Ask for clarification if you don’t understand a question
- Be honest
- Treat the interview seriously
- Have a positive attitude
- Prepare questions for you interviewer

Remember that the interview is your opportunity to make a lasting first impression. Discuss contents of slide in detail.
INTERVIEW DOS

- Immediately write and mail a thank you note to the interviewer
  - regardless of how you think the interview went

After the interview, be sure to send the interviewer a thank you note as soon as possible. This lets the interviewer know you are still interested in the job and that you appreciate them taking the time to interview you.
INTERVIEW DON’TS

- Don’t be late
- Don’t answer your cell phone or text. Turn it off or leave it behind
- Don’t chew gum – dispose of BEFORE you enter interview location
- Don’t bring a pet
- Don’t take
  - parents
  - friend
  - or anyone else with you

It is very important not to answer your cell phone during the interview. It is better to avoid the situation by leaving it in the car and not bringing it to the interview. Also, go on the interview alone. It is not necessary to bring anyone to the interview with you. Have students brainstorm other interview don’ts.
Click on the link to view a video about how to get a job.
Provide students with a preview of what to expect during this lesson.
Inform students of upcoming Mock Job Interviews, and what this will entail.
REFERENCES

Images:
Microsoft Office Clip Art: Used with permission from Microsoft.

Websites:
Watch Know Learn.org
Free Educational Videos: How to Get a Job
Virginia Tech
Article: Dos and Don'ts of a Job Interview
http://www.career.vt.edu/Interviewing/DosDonts.html