

Name _____

CAP Teacher _____

Date _____

INTERVIEW INFORMATION

What is an interview?

An interview is a meeting between the employer and a person seeking a job. Interviewers ask questions and are looking for answers that indicate how an applicant might perform on the job. The interviewer (employer) may not ask these questions directly during the interview but he wants to know:

1. Will this person be reliable (on time, rarely absent from work)?
2. Is this person able to be trained, capable of learning new skills?
3. Will this applicant be able to work with others and get along well with employees?
4. Is this person a team player? Is he/she cooperative?
5. Is this person healthy? Will he/she be able to handle the work?
6. Will the applicant represent our company well? Does he/she dress appropriately? Is he/she courteous? Does he/she have good manners?
7. Will this person go beyond what is asked or do only what he/she is told?

Although the above questions may never be asked, through your appearance, your body language, the way you speak, your manners, the interviewer will be able to tell what kind of worker you probably will be.

What to DO and NOT TO DO

DO:

- Be on time for the interview. Be there a few minutes before your appointment.
- Dress appropriately and be well groomed. Dress or skirt and blouse with shoes for women and slacks and dress shirt or polo shirt for men with shoes.
- Be polite.
- Stand until you are asked to sit down.
- Look the interviewer in the eyes.
- Use good/proper English. Don't use "yeah," "nah", "ok" etc.
- Tell the truth.
- Ask questions about the company and the job.
- Say you will take a lower paying job at first.
- Make sure the employer knows you are a serious worker and that you really want to work for the company.

DO NOT:

- Mumble
- Chew gum
- Smoke.
- Play with your hair, shirt, etc.
- Slouch in your chair
- Say bad things about anyone you have worked for in the past
- Try to hide something about yourself.

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THE JOB INTERVIEW

Before, During, After

BEFORE

- Be approximately 15 minutes early for the interview.
- Dress in professional attire or what the job calls for.
- Make sure your hair and nails are groomed.
- Be prepared ahead of time by knowing some information about the company.

DURING

- Introduce yourself with a firm handshake and make eye contact.
- Speak clearly and use appropriate language. Do not use slang or "pidgin."
- Be yourself during the interview. The employer will want to know the "real" you.
- Be relaxed and think of the interview as a conversation between you and the employer.
- Show enthusiasm; let the employer know that you are the right person for the job.
- Smile, add a little humor if the situation calls for it.
- Give examples of your interests, accomplishments, and abilities. This will help the employer to understand you and your experiences.
- Ask questions of your employer, show interest in the position and business/industry.
- Thank the interviewer at the end of the interview and shake his or her hand firmly.

AFTER

- Send a thank you letter immediately following the interview to let the employer know you are interested and thank them for their time.

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COMMON INTERVIEW QUESTIONS (PART 1)

Answer questions how you would reply in a job-interview setting

1. What type of job are you seeking?
2. What are your weaknesses? Your strengths?
3. What salary do you expect?
4. Why do you want to work for our company?
5. What do you want to be doing in five years?
6. What jobs have you had? Why did you leave?
7. How do you feel about working overtime? Evening or weekends?
8. Do you prefer working alone or with others?
9. Are you willing to move? Are you willing to travel?
10. What do you do in your spare time?
11. Why do you think we should hire you for this job?
12. What extracurricular activities did you participate in at school?

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INTERVIEW EVALUATION (PART 2)

Name of Applicant _____

(You may write comments under each category. Also, please rate the applicant on a scale from 1 to 5.
1=poor 2=fair, needs improvement 3=satisfactory 4=above average 5=excellent)

Appearance

Is the person dressed appropriately? Is he/she well-groomed?

Poise

Do the applicant's eyes meet the interviewer's eyes often? Is her/his posture acceptable?

Attitude

Does this person seem to have a positive attitude?

Interest

Does this person's career goals and interests match the job opening?

Personality

Does the applicant project self-esteem? Will the others be able to work with him/her?

Use of Language

Does this person use appropriate English and avoids slang? Is he/she able to effectively communicate ideas?

Social Skills

Is the applicant courteous and have good manners? Was he/she punctual?

Anticipated Employment Success

How well do you expect the applicant to perform on the job?