

## GUIDE TO A SUCCESSFUL AND PLEASANT INTERVIEW

**Purpose:** This lesson provides students with information that enhances job interview skills.

**Time Required for Lesson:** 50 minutes

**Grade Level:** 11

### Missouri Comprehensive Guidance Program

**Strand:** Career Development

**Big Idea:** Applying Employment Readiness Skills and the Skills for On-The-Job-Success

**Concept:** CD.9. A Personal skills for job success  
CD.9. B Job seeking skills

### ASCA Standards:

**Domain:** Career Development

B. Students will employ strategies to achieve future career goals with success and satisfaction.

**Materials:** “The Interview and “A Guide to a Pleasant Interview” activity sheets

### Comprehensive Guidance Program Curriculum Unit/Lesson links

**Grade 11**

**Unit: Getting a Job!**

**Concept: CD.9. A. B.**



### Show Me Standards: Performance Goals (check one or more that apply)

X	Goal 1: gather, analyze and apply information and ideas 8. Organize data, information and ideas into useful forms (including charts, graphs, outlines) for analysis or presentation
X	Goal 2: communicate effectively within and beyond the classroom
X	Goal 3: recognize and solve problems
X	Goal 4: make decisions and act as responsible members of society

**This lesson supports the development of skills in the following academic content areas.**

Academic Content Area(s)	Specific Skill(s)
X	Communication Arts
	1. Speaking and writing standard English (including grammar, usage, punctuation, spelling, capitalization)
	Mathematics
X	Social Studies
	6. Relationships of the individual and groups to institutions and cultural traditions.
	Science
	Health/Physical Education
	Fine Arts

### Enduring Life Skill(s)

X	Perseverance		Integrity	X	Problem Solving
X	Courage		Compassion		Tolerance
	Respect		Goal Setting		

**Lesson Assessment (acceptable evidence of what learners will know and be able to do as a result of this lesson):**

Students share one learning experience or insight gained from the lesson.

## Lesson Preparation

**Essential Questions:** How can interview skills help you get the job?

**Engagement (Hook):** Hold up the “Want Ads” section of a newspaper. Explain to students that many of those jobs will require an interview. Ask: Do you have what employers are looking for?

## Procedures

<i>Professional School Counselor Procedures:</i>	<i>Student Involvement:</i>
<ol style="list-style-type: none"> <li>1. Explain the importance of an interview when searching for a job. Explain to students that all job interviews are learning experiences, regardless of whether one actually gets the job.</li> <li>2. Ask if there are students who have had job interviews. If so, ask them how they felt prior to the interview. Relate your own experience.</li> <li>3. State that the purpose of this activity is to assist students in gaining confidence in their ability to interview successfully. Distribute and review “The Interview” student handout.</li> <li>4. Ask students the following questions: a) What kind of information about a company or business is helpful in completing an application? Is the business new or old? What is the company’s history in terms of hiring students? b) If you don’t have job experience, from what other areas of your life experience can you draw? c) Are you aware of your goals? If you are not aware of your career goals, what are your education or training goals?</li> <li>5. Discuss the following:               <ol style="list-style-type: none"> <li>a) Discuss why one should plan to arrive 15 minutes early for an interview.</li> <li>b) Discuss what it means and why it is important to “be yourself.”</li> <li>c) Encourage students to give examples of why it is bad to speak poorly of a past employer.</li> </ol> </li> <li>6. Give examples of handling weaknesses positively. For example, “No, I have never been employed as a cashier, but I am good at handling money. I balance our family’s checkbook each month and I have been elected to the office of treasurer for my club three years in a row.”</li> <li>7. Distribute and discuss the “A Guide for a Pleasant Interview” student handout.</li> <li>8. Select volunteers to role-play a job interview at a pizzeria. The two roles needed are the interviewer and the applicant.</li> </ol>	<ol style="list-style-type: none"> <li>1. Students listen</li> <li>2. Students who have had job interviews discuss his or her experiences</li> <li>3. Students receive and review handout “The Interview.”</li> <li>4. Students discuss questions and share experiences.</li> <li>5. Students discuss questions and give examples of why it is bad to speak poorly of a past employer.</li> <li>6. Students listen, share comments, and ask questions.</li> <li>7. Students receive “A Guide for a Pleasant Interview” handout and discuss.</li> <li>8. Students volunteers to participate in role-play and discuss both positive and negative points of views.</li> </ol>

# The Interview

Name \_\_\_\_\_ Date \_\_\_\_\_

## **PREPARING FOR THE INTERVIEW**

1. **Obtain information relevant to the company to which you have applied through the following sources:**
  - a) public library
  - b) local business organizations
  - c) neighbors, friends
2. **Review your own qualifications for the job.**
  - a) courses taken in school that apply to this job.
  - b) experience in other part-time jobs or jobs at school
3. **Review yourself.**
  - a) personally
  - b) interests and abilities
  - c) goals
  - d) plans to obtain goals
  - e) what you can offer to a company
  - f) appearance appropriate for an interview

## **DAY OF INTERVIEW**

1. Plan to arrive at the interview 15 minutes prior to interview time; be prompt.
2. Dress suitably-*neither under dress (e.g., shorts or sweats) nor over-dress (e.g., evening [party] clothes); be neat and carefully groomed.*
3. Introduce yourself to the receptionist. Tell him or her that you are there for your scheduled interview.
4. Remain as calm as possible when waiting to be called into the interview. If anxious, take several deep breaths.

## **THE ACTUAL INTERVIEW**

1. Greet the interviewer with good eye contact, a firm handshake, and a warm smile.
2. Be yourself.
3. Answer each of the interviewers questions:
  - a) honestly
  - b) briefly
  - c) enthusiastically
  - d) positively

## *A Guide to a Pleasant Interview*

*Listen when the interviewer introduces himself or herself. Remember his or her name.*

*Sit comfortably, but don't slouch.*

*Keep your hands still; don't fidget.*

*Don't place your belongings on the interviewer's desk.*

*Never criticize a former employer.*

*Know the type of job for which you are applying, but indicate that you are flexible.*

*Let the interviewer begin the interview.*

*Answer questions briefly and completely.*

*Do not interrupt the interviewer.*

*Be prepared to tell the interviewer about your family, school, hobbies, and activities.*

*If you have worked before, be prepared to give a brief and accurate description of your  
previous jobs.*

*State your qualifications, but don't exaggerate.*

*Be sure you understand the duties involved in the job, the hours you will be expected to  
work, and the salary.*

*If the interviewer doesn't indicate when you will hear from him or her, ask if you may call  
in a day or two to learn of his or her decision.*

*Thank the interviewer for his or her courtesy.*