**Retailing**

**Interviewing Exercise**

You are interviewing for a new job at the local ice cream shop in your home town. You are going to be asked several questions, and your response to the questions will determine whether you get the job. You really want this job because you want to save your money for college next year. Without the job, you will probably not be able to attend school next year.

You and your partner will both interview for the job.

First, your partner (the owner of the ice cream shop) will ask you (the interviewee) a series of five questions. The owner will grade you on how well you answer the questions.

After you have completed the interview, you and your partner will change roles. You will become the owner and your partner will become the interviewee.

After the interviews are over, you will discuss with each other the good answers and the ones that need work. Remember to grade your partner’s answers honestly. It doesn’t help to “go easy” on him/her. Be very honest and constructive in your review.

Good luck.

**Ask these questions to your partner and rate their answer.**

1. What do you think are some of the important qualities of a good employee and how do you rate yourself in these areas?

(Circle your assessment of the interviewee)

* Answer was thorough and specific (4 points)
* Answer was OK, but a bit vague (3 points)
* Not a very detailed answer (2 points)
* Person really struggled with this question. Needs some thought. (0 points)

1. How important do you think it is for an employee to be on time for work? Why do you feel this way?

(Circle your assessment of the interviewee)

* Answer was thorough and specific (4 points)
* Answer was OK, but a bit vague (3 points)
* Not a very detailed answer (2 points)
* Person really struggled with this question. Needs some thought. (0 points)

1. What do you think is one of your best assets and how will that make you a good employee at the ice cream shop?

(Circle your assessment of the interviewee)

* Answer was thorough and specific (4 points)
* Answer was OK, but a bit vague (3 points)
* Not a very detailed answer (2 points)
* Person really struggled with this question. Needs some thought. (0 points)

1. Tell me about a time when you felt you were really challenged/tested and how well did you think you handled the situation.

(Circle your assessment of the interviewee)

* Answer was thorough and specific (4 points)
* Answer was OK, but a bit vague (3 points)
* Not a very detailed answer (2 points)
* Person really struggled with this question. Needs some thought. (0 points)

1. Let’s say that your best friend comes into the ice cream shop when you are working alone and asks you for free ice cream. What would you tell him/her?

(Circle your assessment of the interviewee)

* Answer was thorough and specific (4 points)
* Answer was OK, but a bit vague (3 points)
* Not a very detailed answer (2 points)
* Person really struggled with this question. Needs some thought. (0 points)

Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Your total points: \_\_\_\_\_\_ / 20