

## lesson 25: job interview skills

**outcome:** Review what it takes to ace a job interview.

### mock job interview event

**DIRECTIONS:** Practice professionally speaking up for your skills and goals in a Mock Job Interview with an adult. This event will take place during Lesson 26.

**Include:**

- A description of the opportunity for which you are “applying” and why you are interested in it
- A completed application form that lists your skills
- A verbal explanation of the transferable skills you have and those you would like to develop
- An articulation of your long-term career path goals, and how this job fits in

**Be sure to:**

- Use professional verbal communication.
- Use professional nonverbal communication.
- Come prepared with your completed Mock Job Interview Plan and Application Form.
- Dress for success.

### interviewing for the job

**DIRECTIONS:** Imagine you are an employer who is hiring for one of the positions below. Generate a list of interview questions you might ask. Then, with a partner, practice interviewing one another for the job.

**Wanted: Sales Associate**

“Always Young” retail clothing store is looking for a motivated individual who is friendly and energetic to work part-time. Excellent customer service skills, work ethic and dependability are a must. No prior job experience is required but familiarity with retail sales is a plus. Weekend availability is required.

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**Restaurant Help Wanted**

The local hot spot, Gramma Helen’s Restaurant, is now accepting applications for COOKS, DISHWASHERS, SERVERS and HOST. We offer schedules to meet your needs, a competitive salary, employee discounts and more. Must be willing to work long hours under hectic conditions and have an interest in learning all aspects of restaurant management. Apply in person at Gramma Helen’s for an on-the-spot interview.



What five interview questions would you ask?

1.

2.

3.

4.

5.



### **SELF-ADVOCACY**

Remember to keep it professional when practicing for a job interview! The things you say and the way you present yourself will affect the first impression that you make.

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## mock job interview planning

**DIRECTIONS:** Use the space below to plan for the Mock Job Interview Event. Choose one of the jobs or opportunities you've seen during Unit 5 and imagine that you are actually applying for this position. Fill in the information below, and be ready to speak up professionally for your answers next time.

 The Basics

For the event, I will be applying for the following position: \_\_\_\_\_

I found this job or opportunity by searching (check all that apply):

- Online
- Within my network by asking friends or family
- In the local paper
- Other — Explain: \_\_\_\_\_

This position is interesting to me because: \_\_\_\_\_

Did you complete an application form? \_\_\_\_\_

- YES — Bring it with you to the event.
- NO — Ask your teacher for a blank application form, or use the blank form in Lesson 24.

 Transferable Skills

List the skills you have today that will help you succeed in this position: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

List the skills that you think this position will help you develop: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

 Your Career Path

How do you think this position will help you reach your long-term career goals? How does it help you move forward with your career path? \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_