

## Subject

Careers

## Concept

Job Seeking Skills

## Grade Level

9 - 12

## National Career Guidelines

Competency VII

Skills to Prepare to Seek, Obtain, Maintain, and Change Jobs

## Type of Activity

Group

## Related Occupations

Guidance Counselor

# Interviewing Techniques

The student will demonstrate successful interview techniques.

## MATERIALS/SUPPLIES

"Questions You Can Ask" handout, video camera, VCR, employers from the community, pen/pencil, paper

## ACTIVITY

- Students will recognize and demonstrate effective interview techniques.
- If you or your school has a copy of the video, *Employment Skills – Volume I*, show it or another video concerning job interviews.

Have students discuss:

*What is a job interview?*

*What happens at a job interview?*

*What are appropriate actions in an interview? (Examples: promptness, clothing, honesty, etc.)*

Have students role play job interviews with each other.

Distribute the "Questions You Can Ask" handout. Allow students to use these questions during the interview.

Have students think of their own questions they would like to ask.

Videotape the interviews so students can analyze their behaviors during the interview.

Allow time for group discussion and feedback from each group.

Ask several employers from the community to visit with the class about interviewing. They may even conduct interviews with volunteer students.

## EVALUATION

Evaluation will be based on identification of important elements in a job interview and role-play the interview process.

## Questions You Can Ask

1. Is the job part-time or full-time?
2. Is the job seasonal or year-round?
3. What sort of person do you hope to hire?
4. Why isn't the job being filled by someone in the company?
5. Who will I report to?
6. May I talk to the person who had the job last?
7. What is the salary range for this position?
8. When will you reach your decision?
9. Is there a written job description that I can see?
10. What are the normal working hours?
11. Is the overtime policy in writing?
12. Does the company provide or offer life, medical, and dental insurance?
13. What does each cost the employee per pay period?
14. Can members of the family be included on medical and dental plans?
15. What are the annual deductibles?
16. Is there some sort of probationary period for each new employee? If so, how long is it and who makes the decision?
17. Does the company offer a retirement plan?
18. Do employees contribute to the retirement plan?
19. How long must you work for the company before you become vested?
20. Is there a written vacation plan and sick leave plan?
21. How much paid vacation and sick time does an employee accrue in what length of time?
22. Is there a maternity leave plan?
23. Does the company require a pre-employment physical examination?
24. Are there company sport teams I can join?

*May be photocopied for student use.*