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**M4 Lesson 1: Interview Skills**

Core Competencies:

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| --- | --- | --- |
| * Communication | * Thinking | * Personal & Social |

Big Ideas:

* Career-life decisions are influenced by internal and external factors, including local and global trends.

Curricular Competencies:

* Communicate with the intent to highlight personal strengths, talents, accomplishments and abilities
* Explore and reflect on career-life roles, personal growth, and initial planning for preferred career-life pathways
* Identify career-life challenges and opportunities, and generate and apply strategies

In this assignment, students will learn the basics of interviewing skills, taking the opportunity to craft responses to common interview questions.

For Students:

# Mock Interviewing

Job interviews tend to make people nervous, and so does talking to college recruiters.  With proper planning you can reduce the amount of stress when you have a job, college or university interview.

Remember that the interview is a time where you allow the employer/recruiter to see what you'll be like as an employee/student.

It's your responsibility to prepare so employers/recruiters can see how you would be an asset to their organization. If you don't show employers/recruiters how you'll be of benefit to them, then you'll have lost an opportunity to earn a job.

Here are some hints to help you on your next interview:

* Get ready for your interview the night before.
* You want to look prepared.  Can you answer these **three questions**: Why do I want this job?  What do I have to offer?  What else do I need to know?

Here are [**six common interview questions**](http://www.ehow.com/how_4861262_answer-common-interview-questions.html)**,** and a bit of advice on [**how to answer questions**](http://resource.educationcanada.com/i_tips3.html)**.**

* [**Your role in the interview**](http://resource.educationcanada.com/i_tips4.html) is to sell yourself.
* Know where you are going so that you get to your interview on time - (download information from Google Maps)

Remember, this may be your only chance, so do a good job and take the time to prepare.  After you've had an interview, follow it up with a phone call, email or card thanking the employer/recruiter for taking the time to speak with you.

 Here are some interviewing do's and don'ts:

**•**[**Do's and Don'ts**](https://careers.workopolis.com/advice/100-job-interview-dos-and-donts-2/) - classic mistakes

The questions on the assignment are a basic list asking you about yourself. They are generic.  You need to be GREAT at the generic before you can get to the specific.  Make sure you give strong examples from your life experience to practice this for any type of situation. Often, the lessons and skills you learn in school, volunteer experiences and extra-curricular activities will transfer nicely to a career situation. Take the time to practice with friends or family or to even practice in the mirror - you should answer these questions as if you were at a job interview - be personable and professional!

Assignment:

**Career Life Education - Practice Interview Assignment**

Answer the following questions as if you were in a job interview. Make your answers detailed enough that a potential employer will get an idea of who you are, and why they should hire you. Be sure to have the employer in mind when you are responding. What can you share about yourself that will connect your skills and strengths to the responsibilities of the job? Continue to make those direct connections while demonstrating how you would be a good fit and blend with their company.

Help to focus your answers by finding a specific job to apply for and, if possible, putting a link to it below.

**THE INTERVIEW**

**Name of Employer:**

**Link to job from posting (if found online):**

**Job title you are applying for:**

1. Tell me about yourself. (Connect what you say back to the job you are applying for.)
2. What is your greatest strength? Be specific and provide an example to support your thinking.
3. What skills, or special talents, will you bring to our company? Be specific and provide an example to support your thinking.
4. Can you describe a situation in your past where you learned from a mistake? (Think about the employer in mind here and connect what you have learned to the potential job opportunity.)
5. Is there anything you would like to improve about yourself?
6. What is the most important thing you are looking for in a job?
7. What career, or educational goals, do you have for after High School?
8. What kinds of thing motivate you? Be specific and provide an example.
9. What are several reasons why you would like to work for us? (Why are you interested in working for this company specifically? Why not another company in the same field?)
10. Why should our company hire you?

Assessment

