



Oklahoma Cooperative Extension Service
Oklahoma State University

Pathways to Success

A Basic Living Skills Curriculum

The Job Interview

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Leader Materials

The Job Interview

- Objective:** To help the learner know how to conduct oneself during a job interview
- Materials Needed:** Learner's guide, pencils, eraser, learner's job application folder, 2 or 3 magazines or clothing catalogs, video camera or cassette recorder and tapes (if available), blank paper
- Introduction:** Leave the room to prepare for lesson introduction. Do such things as mess up your clothes, put on sunglasses and chew gum. Go back to the learner and role play how NOT to conduct yourself during a job interview. You may want to mispronounce names, practice poor posture, talk bad about other people, etc. Have fun with this!

To Say

I have just shown you how NOT to act during a job interview. Few people would behave that way. Most employers form an opinion of possible workers during the first few seconds of an interview. Most people get nervous before an interview, but being as prepared as possible will help eliminate some of the fears.

To Do

Leave the room to prepare for lesson introduction. Do such things as mess up your clothes, put on sunglasses and chew gum. Go back to the learner and role play how NOT to conduct yourself during a job interview. You may want to mispronounce names, practice poor posture, talk bad about other people, etc. Have fun with this!

Look at the first page of the learner's guide.



The Job Interview

Today you will learn: How to interview for a job.

The Job Interview

A job interview is the time you and an employer will talk about you and the job you hope to get. You must be ready to show an employer why you are the right person for the job.



To Say

To Do

There are several things you will need to do to prepare for an interview.

Read second and third pages of the learner's guide. Review learner job application folder. Look at magazine pictures of people. Discuss what types of jobs the people in the pictures might be appropriately dressed for. Explain that one should dress a little better for an interview than he or she would for a day on the job, but should not overdress.

To be ready for a job interview, learn all you can about the place of work and the duties of the job. Learn the interviewer's name. Arrange your ride to the interview and plan to go alone. Get your folder of items you will need to take with you.



Think about how you will answer the questions you may be asked.

The way you look will be very important. Look your best. Wear the right clothes for the job. Have your clothes clean and pressed. Take a bath and use deodorant. Be clean shaven or have a trimmed moustache and beard. Use make-up in good taste. Don't overdo it. Watch how you stand and sit. Leave your sunglasses in your pocket or purse. Do not smoke or have anything in your mouth. Keep your hands in your lap. A woman should put her purse on the floor. Make sure you have your cell phone is turned off. You want the person interviewing you to see that you are serious about getting this job.



**You Are In The
Spotlight
During A Job
Interview!**

To Say

To Do

During the interview you will want to keep these tips in mind.

Read and discuss During the Interview. . . .
Practice shaking hands. Males should wait for the interviewer to extend his or her hand first. Females may choose to offer a hand shake first. Explain that "standard English" is speaking like they were taught in school. The language of the learner's neighborhood or culture may not be "standard English."

During the Interview. . .

Arrive 10 to 15 minutes early.

Smile when you give your name. Shake hands. Call the interviewer by name.

Do not place your personal items on the desk.

Use proper grammar and speak up. Think before you talk. Use "standard English."

Do not talk about personal problems or talk bad about other people.

You do not have to answer questions about your age, religion, marital status, race, arrest record or credit rating unless they have something to do with the job. If you do not want to answer these questions, kindly tell the interviewer.



Answer questions as best you can. Do not be afraid to ask questions at the end of the interview. Always be there at the time the interviewer tells you to be there. Arriving on time shows you respect the interviewer.

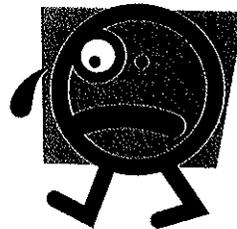
To Say

To Do

How you present yourself after the interview is just as important.

Read and discuss page 5. Practice writing a follow-up letter using the sample letter as a guide. (See page 8.)

After the interview, ask the interviewer if he or she has any other questions. Thank the interviewer for his or her time. Leave after the interview is over. Send a follow-up letter thanking the interviewer for the job interview. (Sample letter on page 8.)



Do not get upset if you do not get the job. Think about how you can do better next time.

To Say

To Do

<p>Knowing how to answer the questions appropriately is perhaps the hardest part of an interview. Let's look at some common interview questions.</p>	<p>Have learner answer questions in the spaces provided. Offer help as needed.</p>
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Interview Questions

Employers ask questions during a job interview to find out what you are like. As you answer questions, keep in mind that the interviewer wants to know what kind of worker you will be.



Here are some common interview questions. How will you answer the questions?

1. Tell me about yourself. (Talk about school and work experiences.)

2. What are your strengths? (Tell of things you can do well.)

3. What are your weaknesses? (Tell how you need to improve. Talk about how you are working to do better.)

4. Why do you want to work here? (Talk about what you have to offer to the employer.)

To Say

To Do

<p>Now that we have learned how to act during a job interview, let's practice an interview session.</p>	<p>Role play a "mock" interview session with you interviewing the learner. Record the interview if possible. Use questions from the learner's guide. These additional questions might help the learner to answer illegal questions.</p> <ol style="list-style-type: none">1. We don't hire overweight people. We want our employees to look nice. Why should we hire you? (Have learner stress qualities needed for the job. Learner can file a complaint if they are turned down because of overweight.)2. Why do you think you can do this job since you are _____ (Black, Hispanic, female)? Choose description to fit the blank. (Learner should stress their qualifications.)
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5. What job would you like to have in 5 years? (Tell about your personal job goals.)

6. Why should I hire you? (Stress your strengths.)

7. When can you start work? (Tell the interviewer when you can start. You may be able to start soon. If you have another job, give at least two weeks notice.)

8. How may we contact you? (Give your telephone number or tell where a message may be left.)

9. Tell me about your children. (You do not have to answer this question.) Kindly tell the interviewer you are a good worker.

To Say

To Do

<p>Job interviews can be dreaded and feared, but being as prepared as possible can help show an employer that you are the right person for the job.</p>	<p>Ask learner if he or she has any questions. Discuss any concerns.</p>
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SAMPLE FOLLOW-UP LETTER

August 7, 20--

142 Circle Drive
Brockton, OK 72040

Ms. Charlotte North
276 Mill Street
Brockton, OK 72042

Dear Ms. North:

I want to thank you for interviewing me yesterday afternoon. The job interests me very much. I believe I can do a good job for you.

Thank you for the opportunity to be interviewed and I look forward to hearing from you soon.

Sincerely,

Rebecca Cole

Extra Activities:

- Bring clothes that might be worn to an interview. Discuss appropriateness for different types of jobs. Remind learner that clothes should be clean and pressed.
- Take learner to thrift shop to select interview clothing. (Optional)
- Show how to apply make-up or arrange a make-up demonstration.
- Demonstrate proper posture of how to walk, stand and sit correctly, and shake hands.

Lesson References:

The Career planning workshop, (1985). Jenkintown, PA: The EDN Corporation.

Survival Skills for the Real World, Oklahoma State Department of Education, Oklahoma City, Oklahoma, 1982.

Kimbrell, G. & Vineyard, B.S. (1983). Entering the world of work. Bloomington, IL: McKnight Publishing.