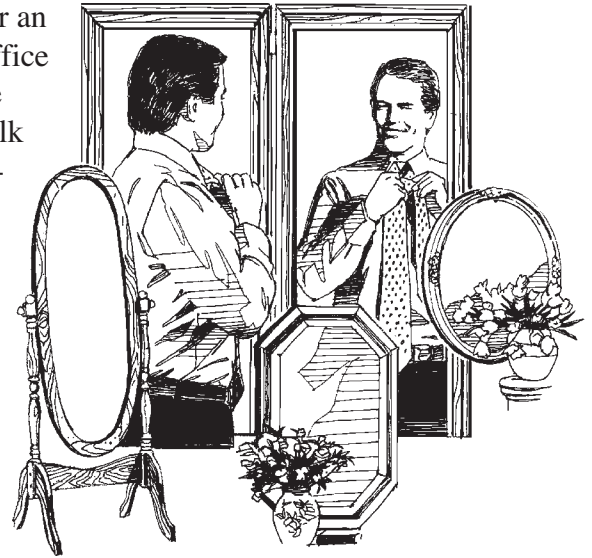


THE JOB INTERVIEW

A job interview is a meeting between you and an employer (or an employer's representative such as a supervisor or personnel office manager). There are two purposes for an interview. First, the interview gives the employer an opportunity to see you and talk to you in person to help him or her decide if you are the applicant to hire for the job opening. Second, the interview gives you an opportunity to find out more about the job and company.



In review, here are the things you must do in order to prepare for a successful interview: 1) Decide what type of job you want; 2) Find employers that hire workers for that type of job; 3) Neatly type a resume; 4) Completely and accurately fill out a job application and turn it into the employer along with your resume and photocopies of supporting certificates and documents; 5) Practice interview questions; 6) Decide what to wear to the interview; and 7) Arrive ten minutes early for the interview. Once you have accomplished these things, take a deep breath and relax. You will impress the interviewer because you have taken the time to prepare. This shows him or her that you want the job and are willing to work to get it.

INTRODUCTIONS

When the interviewer introduces him or herself, shake the interviewer's hand with a firm (not limp and not crushing) handshake, look into the interviewer's eyes and say, "Pleased to meet you, Mr. Smith. I am Jim Johnson." Then give the interviewer a copy of your resume in case he or she does not have the copy you turned in with your application. Remain standing until you are shown where to sit down. Place your purse or briefcase on the floor next to your chair, not on the interviewer's desk.

BODY LANGUAGE

Watch your classmates as they sit or stand in the classroom. You can tell many things by their body language. For example, are they interested in what the teacher is saying or are they bored? Which classmates look like good workers? Just as you will find that you can learn a lot about your classmates by reading their body language, so can an interviewer learn a lot about you by reading your body language. If you sit straight in the chair, look alert, and answer the questions with enthusiasm, your body language will tell the interviewer that you are interested in the job and will be a good worker. If you slouch, mumble your words, or ask the interviewer to repeat a question because you were not paying attention, the interviewer will wonder why you bothered to apply for the job. You may do some investigating to find out more about what kind of body language an employer likes in a worker. Visit the business, if possible, and try to pick out a good worker to watch. Learning more about how good workers in the business act can help you to show the employer that you will fit in as part of the company's team of workers by your body language. It is important that you do not smoke during an interview or have the smell of smoke on your clothes or breath. Being a nonsmoker may give you the edge in getting hired. Also, do not chew gum, eat candy, or chew your nails.

ANSWERING QUESTIONS

Use correct English grammar to answer the interview questions. Do not use words that your friends would understand, but older people would not. Do not use slang such as “yeah,” “ya know,” “nah,” “ain’t,” or “cool.” Be positive by letting the interviewer know that you want the job for other reasons than the money. For example, you might say that you have always enjoyed eating at the restaurant so you thought it would be a nice place to work. Or, since you have taken classes in industrial technology, you think you would enjoy working at a hardware store. Or, you chose to apply for a job at this store because you like the style of clothing they sell.

ASKING QUESTIONS

When the interviewer asks you if you have any questions, it is a sign that the interview is about to end. You can show interest in the company by asking one or two questions such as “When would this job begin?” or “Is this a permanent or seasonal job?” or “Does the company have any plans to expand?” Do not ask questions about raises, sick leave, vacations, or other fringe benefits during the interview. You may ask questions about these fringe benefits when you are offered the job. There is one additional question you may ask. If you are not told how much the job pays during the interview, you may ask at the end of the interview, “What is the pay for this job?” Act as if you are pleased with the amount of pay offered during the interview. If the pay is lower than you want, you may always turn down the job offer later after you have had time to think about it.



ENDING THE INTERVIEW

Stand up, look into the interviewer’s eyes, shake his or her hand, and say, “Thank you for the interview. I am interested in the job.” If it hasn’t been mentioned, you may ask, “When will you make a decision?” And, “May I call back at that time to find out your decision?” After getting these answers, you may leave the room. If you pass a receptionist on the way out, you may say “thank you” to him/her.

QUICK CHECK:

1. What are an interview’s 2 purposes?
2. Briefly list the 7 things you must do in order to prepare for a successful interview.
3. a) Give the classmate or friend nearest you a firm (not limp and not crushing) handshake and say what you would say to introduce yourself to an interviewer. b) Write down what you said on your answer sheet.
4. Where should you place your briefcase?
5. Look at your classmates when the teacher is talking. a) Describe the body language of a student who is interested in the lesson. b) Describe the body language of a student who is not interested in the lesson.
6. What 3 things can you do so that your body language will tell the interviewer that you will be a good worker?
7. How can you find out more about what kind of body language an employer likes in a worker?
8. How can being a nonsmoker help you?
9. Give an example of what you can say to let the interviewer know that you want the job for other reasons than the money.
10. How can you tell that the interview is ending?
11. a) Which 3 things may you not ask about during an interview? b) When may you ask these questions?
12. a) What additional question may you ask if it is not mentioned during the interview? b) How should you act when you hear the answer?
13. In a paragraph of 25 words or more, write down what you would say to thank the interviewer for the interview, ask about the hiring decision, and ask if you may call back to find out the decision.