

Interview Packet Overview

The Interview Packet is designed to prepare every student for a job interview and to turn every teacher into an instant interviewer! Included are a teacher's manual, five reproducible student work packets, a wallet résumé, an interview review form and an application correction form. The work packets include text and assignments covering the following topics:

1. Choosing a Job to Apply For
2. Responding to a Job Opening
3. Getting Ready for an Interview
4. Going for an Interview
5. Filling Out Applications

All materials in the packet are designed to be reproduced.

Objectives

Packet 1--Choosing a Job to Apply For--This packet teaches students:
 •to use their abilities, preferences and qualifications to decide if they should apply for specific jobs.

Packet 2--Responding to a Job Opening--This packet teaches students:
 •how to let an employer know they are interested in a job. Phone calls, in-person calls, letters and résumés are discussed.

Packet 3--Getting Ready for an Interview--This packet teaches students:
 •how to be neat and clean for an interview.
 •how to find out about the company they are interviewing with.
 •how to write questions to ask at an interview.

Packet 4--Going for an Interview--This packet teaches students:
 •proper things to say in an interview.
 •things to avoid saying in an interview.
 •proper things to do in an interview.
 •things to avoid doing in an interview.

Packet 5--Filling Out Applications--This packet teaches students:
 •to complete a wallet résumé.
 •to complete application forms.

Teaching Suggestions

Packet 1--Choosing a Job to Apply For

- Since many students are not realistic about their abilities and qualifications, it is often necessary to spend quite a bit of time discussing these with individual students.
- Many students do not have a firm understanding of what criteria indicate that they would or would not like a job. How to identify this criteria should be discussed in depth.

WORK PACKET #1

CHOOSING A JOB TO APPLY FOR

The first step in getting a job is choosing a job to apply for. There are many different ways of finding out about job openings.

1. **Help Wanted Ads**—Help wanted ads are one of the most common ways of finding out about job openings. Employers know that most people can get a newspaper to check for jobs, so they usually list their jobs there.
2. **Job Service Office**—There are quite a few offices that help people find jobs. Some of these offices are free (government sponsored) and some cost money (private). These offices are usually listed in the yellow pages under “employment”.
3. **Word of Mouth**—Some people find out about job openings from family, friends, teachers, guidance counselors, neighbors, etc. A person looking for a job should talk about the search to everyone he/she knows. One never knows who might be aware of a job that is open.



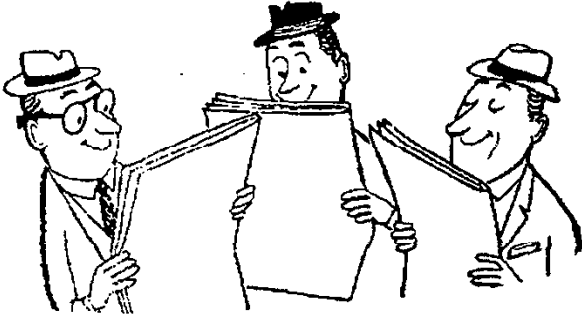
Just knowing that a job is open doesn't mean that anyone and everyone should rush to apply for it. Every job isn't for everyone. Here are some things a person should keep in mind when deciding whether or not to apply for a certain job:

1. **Do you think you would like the job?** It is important to enjoy ones job at least to the point that each day isn't hard to get through. Also, as a rule, the more a person likes his/her job, the better he/she will probably perform.
2. **Do you think you could do the job?** Obviously, a person would be silly to apply for a job he/she was sure he/she wouldn't be able to do. A person has no chances for success if he can't do the job.
3. **Do you have the qualifications needed for the job?** Many job ads list qualifications needed for the job such as:
 - A. At least five years experience
 - B. High school diploma
 - C. College diploma
 - D. LPN needed
 - E. Experienced mechanic

B. Read through this list of jobs and qualifications. Put a check by each job that you think you would be qualified for.

Qualified For	Job and Qualifications
	1. Car mechanic—must know basics
	2. Hotel maid—must be 21
	3. Grocery shelf stocker—Must be 16, strong, dependable
	4. Waitress—Must be 21, 3 years experience desired
	5. Farm hand—Hard worker, general farm knowledge helpful

C. Make a list of 10 jobs listed in the help wanted ads in your newspaper. Using only the information in the ads, fill this form out the best you can.



Would Like	Could Do	Qualified For	Job

WORK PACKET #2

RESPONDING TO A JOB OPENING

Once a person chooses a job to apply for, the next step is to respond to the opening. This means the person must let the employer know he/she is interested in the job. There are three main ways of doing this.

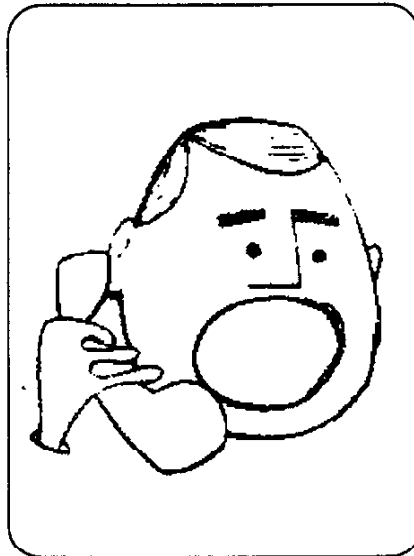
1. Call the employer on the phone.
2. Go see the employer in person.
3. Send the employer a letter in the mail.

Here are some things to keep in mind when a person is deciding how to let an employer know he/she is interested in a job.

1. If an ad says, "no phone calls," don't call. Calling could be a way of making sure you don't get the job.
2. If an ad says, "apply in person," don't call and don't send a letter. The ad wouldn't say to come in person unless that

was the way the employer wanted it done.

3. If an ad says "send letter of application to..." or "send résumé to..." don't apply by phone or in person.



4. If the ad does not say how the ad should be answered, do it the way that seems best. If a phone number is given, that could be a sign that calling would be a good idea. If an address is given, that could be a sign to either write or go in person. If the job is in the town where you live, it is probably a good idea to go in person. If it is in another town, it might be a good idea to apply by mail or phone.

Once a person decides which of the three ways to use to answer the ad, it must be done correctly.

Here are more pointers to help a person when answering an ad by mail.

3. Some ads will request that you send a résumé. A résumé is a piece of paper with important information about a person. Some things that should always be on a résumé include: name, address, phone, educational history, employment record and references. A résumé should be typed on a full sheet of paper.
4. A unique résumé will stand out from the other résumés. Some things you can use to make your résumé unique include paper color, ink color and layout.

Sample Résumé

Alice Jennings
 55 N. Ewe Ave., Stockton, IL 61085••555-8321

Employment Record:	1991-1992	Baby-sat for four different families on a regular basis
	1992-1994	Shelf stocker at Sullivan's Super Value, Stockton, IL
Education History:	1992-1993	Area Vocational Center, Elizabeth, IL Child Care Student of the Year Award
	1989-1993	Stockton High School, Stockton, IL
	1985-1989	Stockton Middle School, Stockton, IL
	1980-1985	Stockton Grade School, Stockton, IL
Special Interests:	4-H member Student librarian	
References:	Joe Smith, Stockton, IL—555-5810 Kelly Jayson, Warren, IL—555-4431 Nancy Penny, Stockton, IL—555-9417	

B. Fill in the blanks in these sentences.

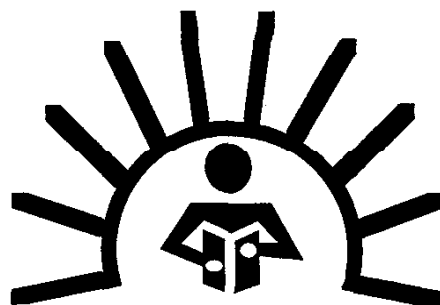
1. Before you call about a job, you should know _____ you would be able to go for an interview.
2. It always helps to be _____ when you are talking to someone about getting a job.
3. You should be _____ and _____ when you are checking into a job because, if you look like a slob, people might think you are a slob.
4. A piece of paper that has important information about a person and that many employers ask for is called a _____.
5. You should always say something _____ about yourself in an application letter.
6. A résumé should be _____, not handwritten.
7. Whether you are checking into a job in person or by phone, you should keep a _____ and a _____ handy.
8. If an ad says, "no phone calls," it would not be a good idea to get in touch by _____.
9. _____ means to go to the place where the job is being offered and tell them you are interested.
10. Both a letter of application and a résumé should be typed on a _____ sheet of paper.

C. Type a letter of application in response to this want ad.
Also, type a simple résumé to send with it.

EXPANDING construction company needs self-motivated salesman. We will train. Send brief résumé stating name, address and phone to Box M-3, Journal Standard

YOUR PERSONAL JOB SEARCH JOURNAL

by
Ann Blanchard



THE PEEKAN DIFFERENCE

PEEKAN PUBLICATIONS, INC. • P.O. BOX 513 • FREEPORT, IL 61032 • 815-235-9130

Your Personal Job Search Journal

PART ONE.....PLANNING YOUR "PORTRAIT OF SUCCESS"

Conducting A Successful Job Search	1
The "3 P's of Success"	2
Getting Started—Using Your Personal Job Search Journal	3
Your Personal Data Sheet (Working Copy)	4
Your Personal Job Contacts Network	10
Your Own Personal Network List	12
The Job Search Market	13
Your Personal Job Search Market	13
What's Important to You About a Job?	14
Your Personal List of Important Job and Company Characteristics	15
Your Personal Job Choice	15

PART TWO.....RESEARCHING THE REQUIREMENTS OF THE JOB

Creating a "Portrait of Success" For The Job	16
Matching <u>Your</u> "Portrait of Success" To That of the Job	17

PART THREE.....YOUR PERSONAL MARKETING PLAN

Create Your Personal Resumé.....	18
A Sample Chronological Resumé	19
A Sample Functional Resumé	20
Building Your Own Resumé.....	29
Writing Your Cover Letter	30
A Sample Cover Letter	31
Setting Your Job Search Goals	32
Your Job Search Calendars	33

PART FOUR.....SPECIAL TEAR-OUT SECTION

Your Personal Data Sheet (Final Copy).....	21
Interview Questions To Ask	27

PART FIVE.....PRACTICING FOR INTERVIEW SUCCESS

Your Interview Game Plan	38
Interview Tips	39
Interview Practice Questions	40
The Pre-Interview Checklist	42
Planning Your Interview Follow-Up Letter	43
A Sample Interview Follow-Up Letter	44
Your Business Contact Record	45
The Third "P"— <u>Persist!</u>	49
Notes.....	50

Your Personal Data Sheet

Your personal data sheet has *lots* of uses! It can help you reflect on your personal history, and focus your career direction. You can also use it to complete your resumé and take it along whenever you might complete an application. And finally, you can review it before you go for job interviews. **The nice thing about your personal data sheet is that once you've finished it you never have to do it again. You can just update it!**

Begin by completing the working copy presented here. Check and recheck your facts, your spelling and punctuation. Refer to your dictionary for any spellings you're unsure of. When you're *absolutely sure* you've gotten it perfect, rewrite it on the final copy on pages 21-26. Tear the final copy out of your workbook to take with you whenever you might complete an application.

PERSONAL DATA SHEET

(WORKING COPY)

PERSONAL DATA

Name _____

Address _____

Phone Number () _____ Social Security Number _____

Hobbies, personal interests _____

MILITARY SERVICE

Branch _____ Dates of Service _____

Discharge Status _____ Rank at entry and discharge _____

Job titles/duties/assignments _____

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