**Please use the following pages to help better understand the application and hiring process. You will complete these worksheets as accurately as possible. Please remember to follow the instructions on each page. Also remember that I am looking for realistic information / content. For example, telling me that you are going to be a millionaire when you grow up and providing one word answers is not good content.**

## Job Objective Session

**The questions below can help you determine what your job objectives should state: what type of employment you are seeking; what you can offer a company; where you want to go with this position. Please answer each question thoughtfully.**

**What kind of job would I like to have? Three choices would be…**

1.

2.

3.

**What qualifications do I have for the jobs I listed above?**

1.

2.

3.

**What can I do to be better qualified for the jobs that I am interested in? (use complete sentences)**

1.

2.

3.

**What are my future goals in these positions? (use complete sentences)**

1.

2.

3.

## Education Worksheet

**The following questions will help you organize information needed for resumes and interviews. Be thorough and specific as you complete this section of the assignment.**

**List courses you have taken in high school, vocational school (CTE) or college.**

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**Which of these courses have helped prepare you for a career or job outside of high school?**

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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**Why do you think these courses have helped prepare you for life after high school?**

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**In which of these courses did you excel?**

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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**Why do you think you excelled at these classes?**

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

## Practice Interview Questions

**For each of the following questions answer them as you would if you were in an interview. This means you should use complete and detailed sentences.**

1. What can you tell me about yourself?
2. Why do you want to work for this company?
3. Why have you chosen this field as your career?
4. Why did you leave your last job? Or why do you want to leave your last job?
5. What salary do you expect?
6. What are your career objectives 5 years from now? 10 years from now?
7. What do you feel are some of your strong points? Weak points?
8. Which courses did you most enjoy in school? Why?
9. Have you had trouble with any classes in school? Why?
10. How would you describe yourself?
11. How has your education prepared you for this position?
12. How do you define success?
13. In what way do you think you can make a contribution to this company?
14. What type of relationship do you feel should exist between a supervisor and their subordinates?
15. What was your most rewarding experience during school?
16. Do you have plans to continue your education?
17. Are you more comfortable working in a large group or with just a few people? Why?
18. How do you think you work under pressure? Give an example of a time you were under pressure and explain how you handled it.
19. What do you know about this company/job?
20. What do you feel is the most important aspect of a job?
21. Are you willing to travel? Relocate? Work overtime?
22. How do you spend your spare time?
23. How well do you get along with others?
24. Why should I hire you?

-

## Interview Rating Sheet

**Listed below are some qualities used to rate potential employees during an interview. How do you think you would rate on these qualities based on the opportunities you’ve had in class to speak with other grownups in a professional setting (United Federal CU, Mrs. Philip, Mrs. Hurlbutt…)**

|  |  |  |  |
| --- | --- | --- | --- |
|  | **Above Average (5)** | **Average (3)** | **Below Average (1)** |
| Ability to Talk |  |  |  |
| Aggressiveness |  |  |  |
| Appearance |  |  |  |
| Courtesy  |  |  |  |
| Enthusiasm |  |  |  |
| Intelligence |  |  |  |
| Maturity |  |  |  |
| Personality |  |  |  |
| Poise (composure) |  |  |  |

Using the values you gave yourself under each category, add the total score for your answers and determine your rating based on the scale below.

 36 – 45 Ready for an interview

 27 – 35 Might be able to handle an interview (could use more practice)

 9 – 26 Definitely need more practice

## To Do or Not To Do – That is the Difference

**The following information will be used to answer some questions on a brief quiz. Be sure you understand the content before you ask Mr. Philip for the quiz.**

**To Do:**

* Prepare a complete and attractive resume that stresses your qualifications in a positive manner.
* Get permission from people you plan to use as references.
* Write an effective cover letter that really sells you.
* Fill out an application completely, accurately, and legibly.
* Use the completed resume as a guide for filling out the application.
* Arrive for the interview a few minutes early.
* Dress appropriately for the interview.
* Go to the interview alone.
* Bring resume, social security card, work permits and licenses to the interview.
* Greet the receptionist and the interviewer courteously.
* Present yourself with confidence.
* Research the company.
* Be prepared to answer questions about yourself and your qualifications.
* Be prepared to ask questions about the company.
* Smile.
* Follow the interview with a thank-you letter.

**Do NOT:**

* Do Not present a resume that was hastily put together or that has typographical errors and smudges.
* Do not use a general all-purpose resume.
* Do not give inaccurate information.
* Do not present an application that is unreadable or incomplete.
* Do not arrive late for an interview.
* Do not wear jeans, wrinkled clothing, or outrageous jewelry to an interview.
* Do not overdo perfume or cologne to an interview.
* Do not take friends or family to an interview.
* Do not act as if the receptionist or interviewer are doing themselves a favor by seeing you.
* Do not forget your manners.

## Most Common Reasons Why People Aren’t Hired

* Bad personal appearance
* Too aggressive
* Unable to express themselves clearly
* Poor interest and enthusiasm
* No career planning, or goals
* Overly nervous, under confidant
* Too much emphasis on money
* Not willing to start at the bottom
* Discourteous
* Immature
* Speaks ill of former employers
* Cannot make eye contact with interviewer
* Messy application form
* Late arrival for interview
* Did not show appreciation for interviewer’s time
* Asked no questions about the company
* Could not give direct answers when questioned

## Interviewing Mistakes to Avoid, The 25 Worst Job Interview Mistakes

**In the list of 25 interview mistakes to avoid, which ones do you feel are the worst. Create a top 10 list in order from 10 to 1….10 is the least bad mistake in your list and 1 is your MOST bad mistake on your list. Give a reason for your choices and your rankings.**

1. Arriving Late
	1. Nothing makes a worse impression. If you can’t turn up on time for the interview, what on earth would you do as an employee? If there’s even a remote chance that weather, traffic or hard-to-follow directions might be a problem, leave absurdly early just to be sure.
2. Arriving Early
	1. Don’t arrive too early, either! Arrive (in the building) at 3:30 for a 4 o’clock interview. Arrive in the waiting area 10–15 minutes before the interview. Relax somewhere nearby, focus on the interview, have a drink of water, review your portfolio and employer research, and check hair and clothing.
3. Dressing Wrong
	1. How you look has a lot to do with how you’re “seen.” Often in the very first few minutes of the interview, the decision is made whether it’s going to be a turndown or a second interview. It either clicks on or it clicks off, and the remainder of the interview is spent validating that early judgment. Dressing too casually can ruin your chances. The safest choice for any interview is a tailored suit in a conservative color like black, navy, gray or tan. Even the executives in wildly creative fields will respect you for knowing that a job candidate should look businesslike.
4. Dressing in a Rush
	1. If you select your clothes right before you leave, you won’t have time to fix the loose button or wrinkled shirt you’ve just discovered. In the job interview, neatness counts. Try on your entire interview attire several days before the appointment. That way you can make any necessary improvements, repairs or purchases.
5. Smoking
	1. In one Seattle University study, up to 90% of all executives surveyed said they would hire a nonsmoker over a smoker if their qualifications were equal. Anyway, smoking makes you look nervous. If you smoke, brush your teeth and use breath mints. Smell your clothes … really! Yuck!
6. Drinking
	1. Even if this is a lunch or dinner interview and others are ordering cocktails, it is always best to order mineral water or soda. Only if your host insists on buying a bottle of wine should you have a few sips from the glass to be social. Don’t finish the glass, or they will pour you a new one. You need to be alert for this experience, not mellow.
7. Chewing Gum
	1. Gum is not a good substitute for cigarettes or self-confidence. Gum chewing looks appropriate only in vintage movies.
8. Bringing Along a Friend or Relative
	1. Don’t laugh … this happens! Tempting though it may be, resist the urge to bring someone along to hold your hand or help you fill out applications. Even being seen saying goodbye to your best friend or your spouse at the building door can make you look as if you didn’t have the nerve to get there on your own. Being picked up afterward also reeks of dependency.
9. Not Doing All Your Homework
	1. It is not necessary to memorize the company’s annual sales and profit figures, but you should know something about their products or services. One candidate lost out on an AT&T interview by mentioning the company’s involvement in a news story that had been about ITT. Check out information about employers on websites or in business magazines. Also remember, some of the best information can come from people who used to or currently work there.
10. Skipping a Dress Rehearsal
	1. You wouldn’t make a speech to a class or student organization without planning what you’re going to say, yet people walk into job interviews every day just assuming that brilliant words will leap to their lips. Don’t assume. Make a list of the questions you’d ask if you were interviewing someone for this job then rehearse the best answers using a tape recorder and/or a friend for feedback.
11. Not Admitting a Flaw
	1. To the question, “What is your greatest weakness?,” illustrate a weakness that you’ve tackled successfully. Respond by identifying the weakness, describing specific steps you have taken to improve, and communicating the results. For instance, “Lack of confidence in my presentation skills was a weakness when I first arrived at college. Since then, I have sought out situations where I was forced to develop stronger communication skills. I have taken a speech class where four class presentations were mandatory. And, as an officer in ASME, I have gradually become more confident in speaking to both large and small groups. I now realize the importance of having and continually improving excellent presentation skills.” Be honest: Nobody believes you when you say your flaw is working too hard.
12. Not Knowing Your Own Strengths
	1. Researching the company is only half your pre-interview homework assignment. You have to research yourself as well. You must know your own background so thoroughly that you are prepared to answer any question about it without hesitation and in enough detail to satisfy the interview. Hesitating, being vague on certain points, or groping for proper words destroys the effect you are trying to create. Make a list of ten work-related things you do well or know a lot about. Then, during your interview rehearsal, come up with graceful ways to bring them up.
13. Asking Too Many Questions
	1. If you were the interviewer, would you hire someone who hijacked the entire interview and put you on the defensive? Enough said.
14. Not Asking Any
	1. On the other hand, when the interviewer asks, “What questions do you have?,” replying that he/she has covered the subject so well you don’t have a thing to ask about is a bad idea, too. It makes you look uninterested, unimaginative or both. Take this opportunity to “close” the interview with a question or two. Also summarize your strengths and interests in a brief 1–2-minute statement, “In addition to my questions, I would like to emphasize my interest in working with your company. I feel I have the right background and specific skills, such as \_\_\_\_\_\_ to make immediate contributions and fit in with your existing team of engineers.”
15. Inquiring About Benefits Too Soon
	1. Ask not what the company can do for you but what you can do for the company—at least at this point in the selection process. If you seem more interested in the three-week vacation policy or the new dental plan than in actual job duties, the prospective boss may develop serious concerns about your priorities. Naturally, you have a right to know about the benefits package, but chances are the personnel representative or hiring manager will bring it up on his/her own. If this doesn’t happen, you can broach the subject after an offer has been made in writing. Explain that the offer you will accept depends on the value of the whole compensation package.
16. Revealing Your Price Tag (never bring up $$)
	1. Did you ever really want to buy a new “toy” before knowing how much it cost? It may have taught you to look at the tag first, in case the price is out of the question. Things work similarly in a job search. Let people discover your qualifications before they mention salary. If they ask about expectations, you might say, “Yes, I have some salary thoughts, but I need to know more about what the job entails.” Or, “I have brought the UW–Madison ECS average salary statistics with me for our discussion, but I would need to look at the entire job offer package prior to making a decision.” Or, “I am willing to consider any job offer you extend to me. What did you have in mind?”
17. Crying Discrimination
	1. Not every recruiter knows exactly which questions aren’t allowed; in complete innocence they may bring up a forbidden issue. Don’t jump up and scream accusations. Instead, reassure him/her that you can handle all your responsibilities. Even if the intentions aren’t honorable, a dramatic protest is unlikely to get you the job. If you don’t get hired, then you can file a complaint. If you do, you can bring up the issue later as an employee—and make important changes from the inside.
18. Bad-Mouthing Your Boss
	1. Never say anything negative about a person or employer for whom you have worked. It brands you as a complainer.
19. Name Dropping
	1. Attempts to play “who do you know” with your interviewer have backfired. Drop the name of someone and it could turn out to be the hiring manager’s worst enemy. Announce that you went to school with the chairman of the board’s daughter, Felicia, and it can come off as elitist. Even worse, the interviewer may wonder why Felicia didn’t ask her dad to put in a good word for you. A much better way to use inside contacts: Ask them to recommend or introduce you to the powers that be.
20. Energy Failure
	1. It doesn’t matter if you only slept four hours last night and are coming down with a cold. When you get to the interview, you have to appear bright-eyed and eager. Job candidates with lackluster attitudes rarely get the offer. Mental energy is what it takes, so psych yourself up before making your entrance. Some speakers play music right before presentations. Play an upbeat tune in your head. Think of yourself as a presenter whose show must go on.
21. Handshake Failure
	1. A limp or otherwise distasteful handshake is like bad breath, one of those things that even your best friends may never tell you about. So try this: Go to a trusted buddy and say, “If I were going to develop the world’s most perfect handshake, would I make mine a little firmer, a little more gentle, a little shorter, longer or what?” Then shake her or his hand to demonstrate.
22. Glancing at Your Watch
	1. Clock-watching gives the impression that you’re late for a more important date. Avoid that problem by asking beforehand, how much time you should allow for the interview. If the interviewer asks, “Will you have time to meet our vice president?” then you can check the time and make a decision.
23. Playing the Hero(ine)
	1. In 999 of 1,000 jobs, you will work as part of a team. Never convey the message, “You guys have really messed it up, but I can show you how to turn this company around.” Instead, stress how well your talents and experience would mesh with those of others in the department.
24. Losing Your Cool
	1. Expect the unexpected. Occasionally, interviewers have been known to test job applicants by surprising them with loaded questions or blunt comments, such as, “What makes you think you can handle this job?” Remain calm, even though your injured ego may be fleeing for the nearest exit. Some companies like to see just how professional you are.
25. Lastly...
	1. Now that you’ve absorbed the “do’s and don’ts” of the job interview, feel free to set this aside, reflect on the purpose of the interview and its importance to you, and concentrate on what a fine job you will do. Then relax and be your best self.