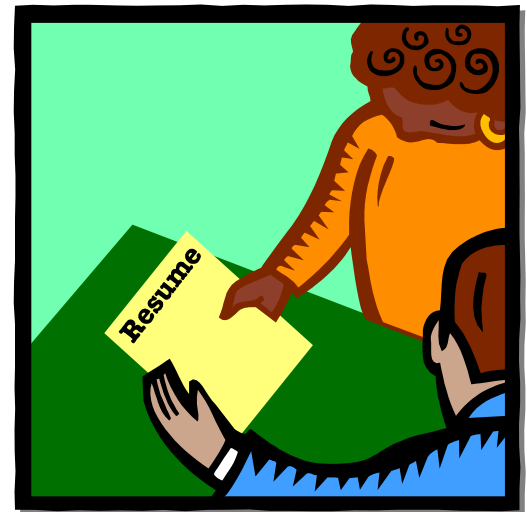


#9292

MAKE THE INTERVIEW COUNT: THE SIX P'S OF JOB INTERVIEWS

LINX EDUCATIONAL PUBLISHING
1999
Grade Levels: 10-13+
27 minutes



DESCRIPTION

Landing an interview doesn't mean landing the job, because selling your skills and abilities depends on you: Prepare, Practice, Presentation, Powerful Interview, Post-Interview, and Ponder the Position are the six Ps that ensure the best possible outcome for you and the interviewer.

ACADEMIC STANDARDS

Subject Area: Working With Others

- Standard: Displays effective interpersonal communication skills
 - Benchmark: Displays friendliness with others
 - Benchmark: Displays politeness with others
 - Benchmark: Uses nonverbal communication such as eye contact, body position, voice tone effectively
 - Benchmark: Uses emotions appropriately in personal dialogues
 - Benchmark: Makes eye contact when speaking
 - Benchmark: Communicates in a clear manner during conversations

Subject Area: Life Work

- Standard: Displays reliability and a basic work ethic
 - Benchmark: Uses appropriate language in work situations
 - Benchmark: Does not bring personal problems into work
 - Benchmark: Recognizes and respects authority
 - Benchmark: Practices appropriate hygiene and dress at work

INSTRUCTIONAL GOALS

1. To discover how to learn about the company and ways to prepare for the interview.
2. To demonstrate a variety of ways to hold practice sessions that prepares the interviewee for the interviewer's questions.

3. To illustrate appropriate appearance, attitude, enthusiasm and arrival for the interview.
4. To cover the 12 most commonly asked questions during an interview, as well as those questions that are difficult to answer.
5. To illustrate how to write thank-you notes and how to make follow-up telephone calls.
6. To present considerations when deciding whether or not to accept the position.

AFTER SHOWING

Discussion Items and Questions

1. Why is it essential to know something about the company before going for an interview? How can you obtain this information?
2. Why should you learn as much as possible about the position?
3. What are your skills and abilities?
4. Discuss the importance of having a positive attitude and showing enthusiasm.

Applications and Activities

1. List the 12 commonly asked interview questions. Write down your answers to these questions and have students take turns being interviewed.
2. Write down questions the interviewer should not ask. Discuss with the class why these are inappropriate.
3. Select a company or business where you would like to work. Use one of the following methods to search for information about the company.
 - a. Internet—use the company’s Web site to get information.
 - b. Ask questions—ask friends, relatives, and neighbors about the company, its business, and its position in the community.
 - c. Public library—research the company at the library using newspaper articles, Better Business Bureau information, and other relevant business references.
 - d. Write a brief report about findings from your research.
4. Videotape the interviewees answering the commonly asked questions for a job interview. Have members of the group suggest changes, and then retape the session.
5. For each job, list the clothing, including types of shoes, that an individual would wear to an interview for that job. Determine and list any clothing that would be inappropriate.
 - a. day-care aide
 - b. animal clinic
 - c. caddy
 - d. nurse
 - e. building construction
 - f. receptionist in office
 - g. supermarket cashier
 - h. computer graphics (in a large corporation)
 - i. computer graphics (from a home office)
 - j. your “dream job”



RELATED RESOURCES



Captioned Media Program

- How to Get the Job You Want: Interview Tips From a Recruiter #9235
- The Interview: Getting Your Foot in the Door, Part 2: Winning the Interview #9180



World Wide Web

The following Web sites complement the contents of this guide; they were selected by professionals who have experience in teaching deaf and hard of hearing students. Every effort was made to select accurate, educationally relevant, and "kid safe" sites. However, teachers should preview them before use. The U.S. Department of Education, the National Association of the Deaf, and the Captioned Media Program do not endorse the sites and are not responsible for their content.

- **JOBWEB**

http://www.jobweb.com/resources/library/acing_your_job_21_01.htm

Ace your job interview before it begins by being courteous to everyone, respecting other applicants, and other attitude-winning tips.

- **JOB INTERVIEW TIPS**

<http://jobsearchtech.about.com/library/weekly/aa071999.htm>

Emphasizes that attire, body language, and manners count "big time." Provides tips on acting professionally before, during, and after interviews. Click on numerous other topics relating to jobs.

- **QUINTESENTIAL CAREERS**

http://www.quintcareers.com/dress_for_success.html

This article "When Job-Hunting: Dress for Success" provides several helpful tips in picking out proper dress for a given job/company/industry. Click on one of the two links for gender-appropriate dress tips for men and women. Contains other "Dress for Success" link resources.

- **AMERICAN LIBRARY ASSOCIATION**

<http://www.ala.org/nmrt/footnotes/interview.html>

Suggests numerous tips for making a good first impression, including "Dress the Part." Also has "Guard Your Health," and "Be Yourself."

- **HOBSONS COLLEGE VIEW**

http://www.collegeview.com/career/interviewing/first_impress/ace.jsp

From the Career Center, suggests tips on how to "Prepare Your Interview Outfit in Advance," "Look Alert, Well-Groomed, and Clean," and "Smile and Maintain Eye Contact."