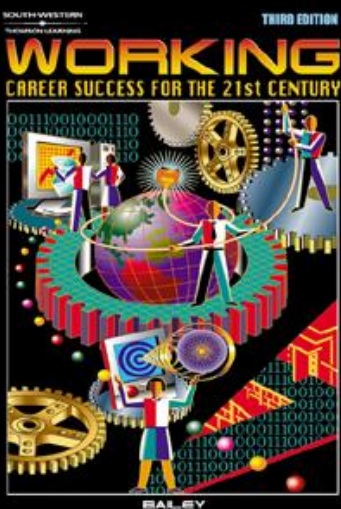


CHAPTER 5

INTERVIEWING FOR A JOB

LESSONS

- 5.1 Before the Interview
- 5.2 During the Interview
- 5.3 After the Interview

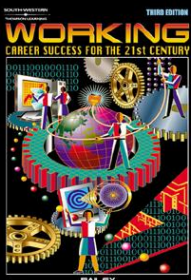


LESSON 5.1

BEFORE THE INTERVIEW

OBJECTIVES

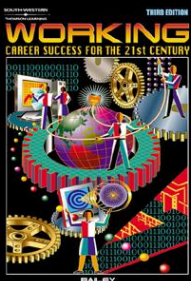
- Explain the purpose of a job interview
- Name and describe the five things to do in preparation for a job interview



JOB INTERVIEW

The **job interview** is a face-to-face meeting between you and an employer.

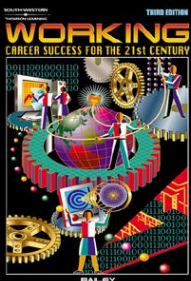
Lesson 5.1



PURPOSE OF THE INTERVIEW

Employer

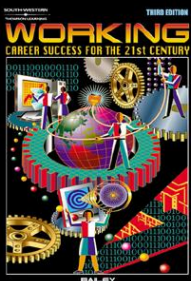
- Find out in person if the potential employee has the skills for the job
- Decide if potential employee will be able to work with supervisors and coworkers



PURPOSE OF THE INTERVIEW

Potential employee

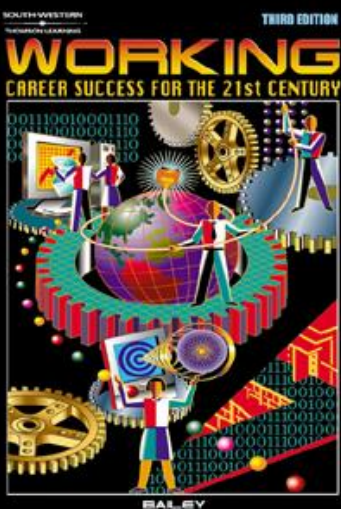
- Show that you are the person for the job
- Sell what you can do for the employer
- Learn more about the company and job
- Decide if the position meets your job goals and interests
- Decide if this is the type of company for which you want to work



PREPARING FOR THE INTERVIEW

- Practice your interview skills
- Learn about the company
- Assemble needed materials
- See to appearance
- Check last-minute details

Lesson 5.1

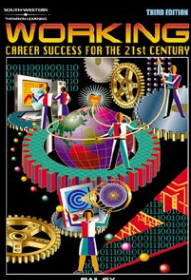


LESSON 5.2

DURING THE INTERVIEW

OBJECTIVES

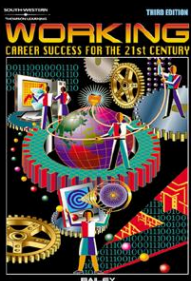
- Describe last-minute preparations
- Summarize how one should act during a job interview



WHILE YOU WAIT

- Relax, read, or look over your list of questions
- Be pleasant toward others in the reception area
- Do not smoke, chew gum, or do anything distracting

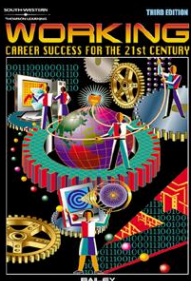
Lesson 5.2



EFFECTIVE COMMUNICATION

- Nonverbal communication
- Asking questions
- Concluding the interview

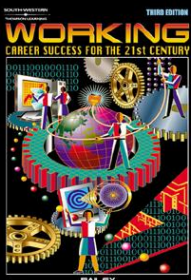
Lesson 5.2



BODY LANGUAGE

Body language is unspoken communication through physical movements, expressions, and gestures.

Lesson 5.2

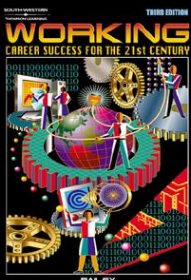


JOB APPLICANT EVALUATION FORM (top)

Name _____ Interview Date _____

Position _____

Criteria	Poor	Good	Excellent
1. Appearance	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2. Poise	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3. Responses	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4. Grammar and speech	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5. Background	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6. Knowledge of job req.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
7. Interest in company	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
8. Potential	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>



JOB APPLICANT EVALUATION FORM (bottom)

Strengths _____

Weaknesses _____

Based on interview, review of
application, and follow-up should
an offer of employment be made:

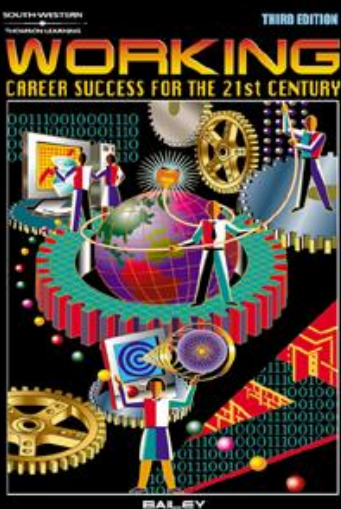
Yes

☐

No

☐

Date _____ Interviewer _____

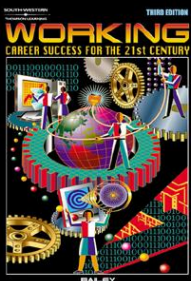


LESSON 5.3

AFTER THE INTERVIEW

OBJECTIVES

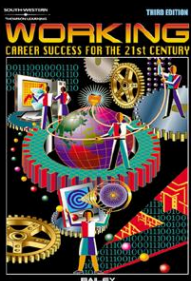
- Name and describe the two things to do after an interview
- Discuss how to respond to a job offer



FOLLOW-UP LETTER

- Helps to build a courteous relationship
- Keeps your name in front of the interviewer
- Tells the interviewer of your continued interest
- Reinforces key points you discussed during the interview
- Allows you to mention anything you forgot during the interview

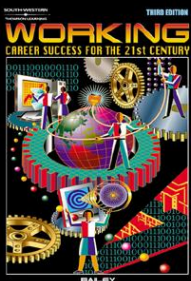
Lesson 5.3



RESPONDING TO JOB OFFERS

Accepting an offer

- Clarify conditions of employment, such as working hours, salary or wages, and fringe benefits
- Ask about start date and if there is anything you need to bring or prepare to do for the first day

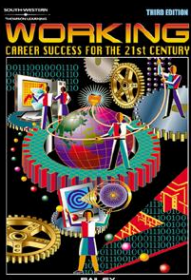


RESPONDING TO JOB OFFERS

Declining an offer

- Be polite
- Give a brief explanation of your reasons
- Do not criticize the employer

Lesson 5.3



WORKING

Career Success for the 21st Century

by Larry J. Bailey

Click on the title below to view the presentation for the next chapter.

CHAPTER 6

BEGINNING A NEW JOB