

Skills for Success Curriculum Resource Cover Page

Organization

CESBA

Curriculum Resource

Promoting Inclusion: Job Interview Skills

OALCF Alignment

Competency	Task Group	Level
Competency A -Find and Use Information	A1. Read continuous text	1
Competency B - Communicate Ideas and Information	B2. Write continuous text	2
Competency B - Communicate Ideas and Information	B4. Express oneself creatively	1
Competency E - Manage Learning	N/A	1

Goal Paths (check all that apply)

- Employment
- Postsecondary
- Apprenticeship
- Independence
- Secondary School Credit

Embedded Skills for Success (check all that apply)

- Adaptability
- Numeracy
- Collaboration
- Problem Solving
- Communication
- Reading
- Creativity and innovation
- Writing
- Digital

Notes: Suggested Milestones for this Resource Milestone 18 & 19

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Promoting Inclusion: Job Interview Skills

Includes Answer Guide

Pathway Pillar – Underrepresented Groups

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What is a Job Interview?

A job interview is a face-to-face talk between the person applying for the job (the applicant) and the person hiring for the job (the employer).

During a job interview the employer asks questions to help them decide if the person is right for the job.



Why Are Interviews So Important?

Interviews are important because it is the first meeting between you (the applicant) and the employer.

Job interviews give employers a chance to meet you and get to know you.

The interview gives you a chance to share your skills and abilities and ask any questions you might have about the job.

Your interview goal should be to leave a good impression and show the employer that you are the right person for the job.

Interview Tips

Tips to Prepare for Your Interview

- ✓ Read the job description
- ✓ Research the company (look up their website)
- ✓ Practice interview questions and prepare your answers
- ✓ Plan what you will wear
- ✓ Look up the address and plan how you will get to your interview on time
- ✓ Think of some questions you would like to ask them



It is a good idea to find out a little bit about the company interviewing you. This shows that you are interested in the company and what they do.

Read the job information and make notes on how your skills and past jobs go well with what the company wants.

Job interviews can be both exciting and scary. Being prepared for your interview will help with stress.

Try answering interview questions and practicing with a friend or family member. This will help you feel ready and more comfortable talking about yourself.

Be ready to share information about your past jobs and how they make you the best person for this job.



Tips for the Day of Your Interview

- ✓ Be on time
- ✓ Be polite
- ✓ Tell the truth
- ✓ Dress nicely (neat and clean)
- ✓ Listen carefully to the questions
- ✓ Show that you are interested in the job and company
- ✓ Ask questions
- ✓ Bring a copy of your Resume
- ✓ Remember to smile 😊



It is very important to be at your interview 10-15 minutes early. This will help you feel more relaxed and ready for the interview.

Greet the interviewer(s) with a smile and handshake while making eye contact (looking at them).

Listen carefully to the questions, answer politely, and give examples that show your best skills.

The interview is also a great chance to ask questions about the company and the job duties.

At the end of the interview thank the interviewer(s) for their time.



Tips for After the Interview

Make a few notes for yourself after your interview, this will help if you go to another job interview.

Send a thank you note and follow-up in a week if the company has not called or emailed you. If you didn't get the job, you can ask them about your interview. This will show that you are interested in other opportunities and job openings the company might have in the future.



Activity 1: Do's and Don'ts for Interviews

Write Do or Don't beside each sentence

1. Be 5 minutes late. _____
2. Smile. _____
3. Listen to the questions carefully. _____
4. Dress nicely. _____
5. Practice with a friend or family member. _____
6. Keep your cell phone on. _____
7. Ask questions about the job. _____
8. Tell them you really need this job. _____
9. Ask how much you would be paid. _____

Promoting Yourself during Your Interview

First impressions (when you first meet someone) are very important. Many employers will decide in the first few minutes of the interview if you are right for the job. Smiling when you meet, speaking clearly and dressing nicely helps make a good first impression. You want to share your best skills and experiences to show that you are the best person for the job.



Skills Vocabulary

You may use Google translate if you need help at any time.

Skills are the things you can do well, or you are working on doing well. This includes reading, writing, and listening skills. You can improve your skills by practicing them.

Adaptable	Someone that deals with change well. They can accept a change in the workday's plan, and they are open to learning and trying new things.
Ambitious	Someone who has a strong desire to be successful and do well at work.
Communication	Sharing information through talking, writing or both. Having good communication skills means you can speak and/or write your ideas well.
Confident	Having belief in yourself and your skills.
Hard-working	A person who works very hard.
Honest	Someone who tells the truth, doesn't lie, cheat or steal.

Initiative	Someone that can do tasks or jobs without being told to do them. When they see that a job needs to be done, they go ahead and do it without being told.
Motivated	A person who is very interested in their work and loves their job.
Organized	Someone that arrives on time, keeps things tidy and is prepared for different tasks at work.
Reliable	A person that you can trust, who won't let you down.
Team Player	Someone that works well with others.
Problem Solver	Someone that is good at solving problems well and in good time.

Activity 2: Fill in the blanks

Use the vocabulary words above and fill in the blanks in these sentences.

1. I am _____ that I would make a great addition to your company.
2. I am very _____, I put a lot of effort into what I do.
3. I am a great _____, I enjoy working with others to meet goals and complete tasks.
4. She is an _____ career person, she would like to be a supervisor someday.
5. I work with a great group of people that are very _____ to do their best and work hard for this company.
6. When I ask my friends a question, I like them to tell me the truth and give me an _____ answer.

7. I am a _____ worker, you can count on me to get the job done well and on time.
8. My co-worker is always very _____, she is always prepared and arrives on time ready to get our job done.
9. Ming is _____, she is always able to accept change in our days plan and offers to help whenever needed.
10. Ahmad is a great _____, he was able to find the problem with the computer and fix it quickly.

Activity 3: Identifying Your Skills

1. What are your two best work skills (strengths)? How do these skills make you a good worker?

2. Choose 2 skills from the list that you feel you need to improve on (practice) and explain how you can work on these skills?



A Selling Phrase

Try to show that you are sure of your answers and feel that you are right for the job.

In one statement you can show an employer that you have many skills and experiences that match the job duties that they are looking for.

Example:

I am a very hard-working and honest person who loves to help others. I have training and experience in helping customers choose what is best for their needs. My boss at my last job liked how I handled customer complaints.

With this one statement this person was able to show that they:

- Are hard working
- Love to help people
- Have training and experience in customer service
- Have impressed their last boss
- Are good at handling customer complaints



Activity 4: Preparing a Selling Phrase

Prepare a short selling phrase of your own.

Review your best skills and experiences.

Use the example to help you write your own selling phrase. This will help you prepare for job interviews and get you feeling more comfortable talking about yourself.

Write your selling phrase in the lines below.

Practicing Interview Questions

There are many questions that you might be asked during an interview. Look at the list below and think of how you might answer these. This list will help prepare you for some of the questions you might be asked.



1. Tell me a bit about yourself.
2. Why would you like this job? Why would you like to work for this company?
3. What training do you have that might be helpful in this position?
4. What skills do you have that would be helpful in this job?
5. Tell us about your duties at your last job.
6. Would you be able to work both day and night shifts?
7. What are some of your strengths?
8. What are some of your weaknesses?
9. When would you be able to start this job?
10. Tell me about a time that you handled a problem at work?
11. Would you be able to take training?
12. Tell us about some of your goals.

You can search the internet for other interview questions to practice.

Some things to remember when you are practicing.

- Introduced myself, smiled and shook their hand.
- Had good eye contact and good posture (standing nice and straight)
- Spoke clearly, not too loudly, or not too softly.
- Remembered to give good examples of my skills and strengths.
- Asks questions about the job.
- Says thank you and shakes hands before leaving.



Scenario Questions

Job interviews often include scenario questions. A scenario question is a pretend situation that the interviewer gives to you and then asks you how you would deal with the problem or situation.

Here are some examples of scenario questions.

1. What if at work you catch another worker stealing supplies. Would you report him? Why or why not?
2. A person you work with is always on their phone and not doing their job. What would you do?
3. What would you do if you were asked to do a job that you had never done before and you weren't sure how to do it?

Activity 6: Practicing Scenario Questions

1. Choose one of the questions above and write your answer below.

Job Interview Vocabulary

Here are a few words that are commonly used at interviews.

Achievement	Things that you have done well at past jobs or work situations.
Communication	Sharing information through speaking or writing or both.
Career	A job that you have had over a long time that requires education or training.
Confidence	Feeling good about yourself, believing in yourself and your abilities.
Personal qualities	Good things about yourself.
Punctual	Arriving on time.
Reference	A written or verbal confirmation (proof) of your work history and your abilities, usually given by a former boss.
Requirement	Something that is essential for the job, for example if you are applying to work as a delivery driver you must have a current driver's license.
Skill	Something you are good at.
Strength	In a work situation, your strengths are things you do well or things you are good at. Strengths are your best skills.
Weakness	In a work situation, your weaknesses are things you don't do well, things that you are working on to be able to do better.
Work History	Where you have worked, including your position and the dates of when you started and left.
Qualification	Qualifications include your education, experience, skills, and your personal qualities.

Activity 7: Trying New Vocabulary

Choose three of the vocabulary words from the chart and write them in sentences.

1.

2.

3.

Questions Employers cannot ask you in an Interview

There are some questions employers cannot ask you in an interview.

You do not have to answer questions about your age. You do not have to talk about if you are married or have children. You do not have to answer questions about your religion.

Interview questions should only be about how you can do the job.

If you are asked one of these questions in an interview you can answer by saying “My religion/marriage/having children does not affect my ability to do this job well.”

Communication and Body Language

Communication is sharing information and ideas with others, being able to communicate well is very important in a job interview.

We can communicate different ways, through:

- speaking
- listening and asking questions
- reading and writing/texting
- our body language



Being a good communicator includes:

- ✓ Listening to the other person/people
- ✓ Asking questions if you don't understand
- ✓ Speaking clearly
- ✓ Looking at the other person (having eye contact)

Activity 8: Gaining Information from a Video

1. Please open your web browser and type in the following address:
https://www.ted.com/talks/ron_gutman_the_hidden_power_of_smiling to learn more about the power of smiling.

In the video, what do they say some of the benefits of smiling are?



Body Language

Body language is another way we communicate. When we smile, wave, frown we are communicating using our body.

Good body language like smiling can show that you are interested in what the other person is saying and listening to them.

Crossing your arms or looking away makes it look like you aren't listening to the speaker.

Thinking about your body language will help you make sure that you are giving the right impression. Being aware of your face movements, the way you are holding your arms or sitting in your chair.

Activity 9: Body Language Examples

Think about how you might feel when a person is doing some of these movements when you are talking to them. In the list put a check mark beside the body language that makes you feel like they are interested in listening to you or an X beside the ones that you think would make you feel they are not listening.

1. Leaning back in their chair. _____
2. Looking away. _____
3. Smiling as you talk to them. _____
4. Crosses their arms. _____
5. Putting their hands on their hips. _____
6. Holding and looking at their phone. _____
7. Chewing gum loudly. _____

Activity 10: Communication List

Think of some ways you have communicated with people in the last few days. Fill in the chart below listing who you communicated with and how you communicated (waving/speaking/texting/email).

I communicated with	I communicated by	What we were communicating about
My son	speaking	When he would need to use my car.

Writing a Thank You Note After Your Interview

Congratulations, you have finished your interview. It is a good idea to write a thank you note to the company that interviewed you. You can do this by email or writing a thank you note on a card. Thanking them for taking the time to meet with you and for the opportunity to interview with them and learn more about their company and the job opening.

Writing a thank you note shows that you are polite and professional and interested in the job. There is a bigger chance that the company will remember you if they get a thank you note from you.



Some things to include in your thank you note.

- ✓ Start with a greeting (Dear Paula).
- ✓ Thank them for meeting with you and taking the time to talk with you.
- ✓ Say something that you learned from the interview or liked about the interview.
- ✓ Tell them they can contact you if they need more information.

Sample Thank You Note

Dear Ms. Paula Smith,

Thank you for taking the time to interview with me on Thursday. I enjoyed talking to you about your company and it was great learning about the auto shop assistant's job.

It sounds like a great job where I feel I could do well. I hope to have the chance to use my mechanic skills in your shop.

Please contact me with any questions you may have.

Sincerely,

Allan Wright

allanwright@gmail.com

Activity 11: Writing a Thank You Note

1. Imagine you had a job interview for a job that you would like.
Write a thank you note to follow up with the interview in the box below.

Congratulations you have completed this task!



Answer Guide

Activity 1: Do's and Don'ts for Interviews (page 7)

1. *Don't*
2. *Do*
3. *Do*
4. *Do*
5. *Do*
6. *Don't*
7. *Do*
8. *Don't*
9. *Do*

Activity 2: Fill in the Blanks (page 9)

1. *Confident*
2. *Hard-working*
3. *Team player*
4. *Ambitious*
5. *Motivated*
6. *Honest*
7. *Reliable*
8. *Organized*
9. *Adaptable*
10. *Problem solver*

Activity 3: Identifying Your Skills (page 10)

1. *Learner should identify their two best work skills and explain how these two skills make them a good worker.*
2. *Learner should identify two work skills that they need to improve and explain how they can practice/improve on them.*

Activity 4: Preparing a Selling Phrase (page 12)

Learner should have a selling phrase of 3-4 sentences showing their best skills and experiences.

Activity 5: Preparing for Interview Questions

Learner should have chosen 3 interview questions from the list provided and answered each one in a complete sentence.

Activity 6: Practicing Scenario Questions (page 16)

- 1. Learner should choose one of the scenario questions provided and their answer what they would do in the situation.*

Activity 7: Trying New Vocabulary (page 17)

Learner should choose three vocabulary words from the chart provided and write them in a complete sentence.

Activity 8: Gaining Information from a Video (page 18)

- 1. Answers will vary but should include three of these benefits.*
 - Makes us feel better*
 - Stimulates our brain*
 - Helps reduce stress level*
 - Increases the level of mood hormones*
 - Reduces blood pressure*
 - Makes you appear more competent.*

Activity 9: Body Language Examples (page 19)

- 1. X*
- 2. X*
- 3. Check mark*
- 4. X*
- 5. X*
- 6. X*
- 7. X*

Activity 10: Communication List (page 20)

Chart should be filled in with four examples who they communicated with how they communicated and what they were communication about.

Examples:

<i>I communicated with</i>	<i>I communicated by</i>	<i>What we were communicating about</i>
<i>My son</i>	<i>speaking</i>	<i>When did he need to use my car</i>
<i>My teacher</i>	<i>Email</i>	<i>About my homework</i>
<i>My friend</i>	<i>Text</i>	<i>When we will meet to go shopping</i>

Activity 11: Writing a Thank You Note (Page 22)

Learner should have a thank you note written in box provided. Note should be addressed to someone and thanking them for the job interview.

Sample Thank you note:

Dear Ms. Paula Smith,

Thank you for taking the time to interview with me on Thursday. I enjoyed talking to you about your company and it was great learning about the auto shop assistant's job.

It sounds like a great job where I feel I could do well. I hope to have the chance to use my mechanic skills in your shop.

Please contact me with any questions you may have.

Sincerely,

Allan Wright

allanwright@gmail.com