

Interview Skills Assignment

INTERVIEW SKILLS (11 marks)

Your teacher will act as a **Recruiter** with the **SLSS Corporation**, an employment agency specializing in finding work for young people in a wide range of job opportunities. You will be interviewing for upcoming entry-level job postings in your field of expertise. Employers expect you to make a positive impression, be dependable, and have the right credentials. Be friendly and professional!

Read over the following course resources about interviews:

- Problem Interview Questions
- Interview Checklist

Log into [Career Cruising](#) using your **Career Cruising Access Card**.

Access the **Employment Guide** by clicking on **Employment** under the menu at the top of the page. Click on **Interview Skills** in the middle of the page. Then click on **Interview Skills** under the menu on the left side. You should see a list of topics. Click on each topic and read over the information.

- Purpose of an Interview
- First Impressions
- Interview Preparation
- Interview Questions
- Tricky Situations
- Your Rights
- Communication Skills
- Questions You Can Ask
- Types of Interviews
- Interview Approaches
- Ending the Interview
- Interview Evaluation

Problem Interview Questions

1. Why don't you tell me about yourself?
2. Why should I hire you?
3. What are your major strengths?
4. What are your major weaknesses?
5. What sort of pay do you expect to receive?
6. How does your previous experience relate to the jobs we have here?
7. What are your plans for the future?
8. What will your former employers (or teachers) say about you?
9. Why are you looking for this sort of position? Why here?
10. Why don't you tell me about your personal situation? (Note: Interviewers should not be asking this question, but many still do.)
11. Do you have any follow-up questions?

Assignment:

In MS Word, re-type the questions above along with your answers. Remember you are in an interview, so how would you answer those questions? Save the assignment as [yournameinterview.doc](#) and email it to snowak@sd38.bc.ca

Interview Checklist

Before the Interview

1. Arrived slightly early.
2. Dressed appropriately and was well-groomed.

During the Greeting

3. Used the interviewer's name.
4. Shook hands firmly.
5. Waited to be invited to sit.

During the Interview

6. Sat up straight and appeared self-assured.
7. Maintained eye contact.
8. Used a pleasant tone of voice and expressive, fluent speech.
9. Showed interest in the company and the job.
10. Explained qualifications briefly and clearly.
11. Asked questions about the company and/or the job.
12. Demonstrated a confident, positive attitude.

Following the Interview

13. Thanked the interviewer and shook hands firmly.