

JOB INTERVIEW

UNIT

Union Grove High School

McDonough GA



Overview

Why we do this unit:

Each of you at some point will need to have the knowledge skills to search for, find and keep a job. Whether you decide to work to earn money for a goal, or to help your family with needs, working is a part of most young adults lives.

This project will allow you to prepare documents, practice related skills, and even participate in a mock interview, so that you will have some real experience with each of the parts of finding a job.

Documents we will prepare:

- **A hand written job application** (used with many companies to provide your information in their format)
- **A word processed Resume** (a personal marketing tool that describes your education, work experience, and more)
- **A word processed Reference Sheet** (a document that lists complete contact information for 3 adults who are willing to recommend you to a perspective employer for employment)
- **A word processed Cover letter** (the letter that would be used to mail or fax in a resume to apply for a job)
- **A word processed Thank You or follow-up letter** (a letter that would be mailed to an interviewer to thank them for the opportunity to meet with them.)

The following checklist will help you to be sure that you have all of the required documents and practice in time for the **final authentic assessment, the mock interview.**

Even before you begin the paperwork, here are a few things to keep in mind:

- 🕒 The skills you learn in this unit will help you get the jobs you want or need throughout life.
- 🕒 Be completely honest in writing and verbally.
- 🕒 Become a professional who dresses, acts and communicates professionally.
- 🕒 You can find unlimited information and videos on each topic if you search for them.
- 🕒 You should save all of the documents you create on a usb drive and in your student file.
- 🕒 Keep track of your progress over the next few weeks to make sure that you have completed all of these items so that you can ROCK your interview.
- 🕒 Be SURE to read the interviewer rubric so that you are aware of how you will be graded.
- 🕒 Spend some time **reviewing the Job Interview Rating Sheet** that will be used in your authentic assessment, the mock interview. Knowing how you will be rated can help you get the grade you DESERVE! ✓

Checklist:

1. Complete a Job Application (Use the form in this packet pages 15&16) ✓

Practice by doing your first draft in pencil. Use two lines each for each “job” and “reference”

For the final copy Write each piece of information neatly in blue or black ink

This document should be 100% free of errors and completely filled out, using n/a for things that do not apply

If you make a mistake in ink, get a clean copy and start again.

2. Complete your reference worksheet (use the form in this packet page 10) ✓

Have a conversation with 3 adults to ask them if they would be willing to act as a professional reference for you. Good people to ask might be teachers, coaches, counselors, sponsors or your student ministry leader at church. If they are willing, simply ask for their contact information and complete the reference worksheet, and have them sign the worksheet. If you don't see them often, email and print out the email acknowledging their willingness and staple it to the worksheet.

3. Determine your objective ✓

Think about what type of work you would someday like to do, and adjust it to develop an entry level position in that environment. Please adapt your objective to include working with children in some way. Some examples would be:

An entry level job working with children at a daycare or preschool.

An entry level job in the office at a pediatricians office.

An entry level job in the admissions department or ER in a children's hospital.

4. Create a Resume

✓

Using a template like those found on Word, or a blank word document, create a resume containing at least the following sections:

Personal information (use the school street address but your own phone # and email address) Consider changing your email address to something that sounds professional.

Objective

Education

Work History

Honors and Activities

Other sections can be added as you desire or have the need.
Max font size of 12 pt. Reverse Chronological order in each section. No contractions or abbreviations. Use action words, dates and LOTS of detailed description.
(see the sample in this packet)

5. Create a Reference Sheet

✓

Using the information from your reference worksheet, word process a reference sheet with a matching style and font to your resume. List your name and at least 3 references and their complete contact information.

6. Practice your professional greeting

✓

Practice a

- * business handshake,
- * verbal greeting and slow pronunciation of your first and last name,
- * along with good eye contact.

Practice this with your teacher, parents and lots of classmates until you can do those three things without too much effort. (see the videos on Mrs. Bates website)

7. Plan what you will wear

✓

Your clothing for the day of the interview should be conservative and well fitting. Make sure to iron any cotton or linen items. Things to wear and NOT to wear:

Girls Yes	Girls No	Boys Yes	Boys No
A simple dark colored suit	Nothing that fits too tight.	A dark colored suit	NO Shorts or jeans

Girls Yes	Girls No	Boys Yes	Boys No
A conservative dress or skirt. Skirt or dress hem should touch the top of your knee when standing	NO exposed cleavage or bra straps. NO fish net, lace, leggings, patterned legwear. NO Ugg boots.	A shirt and tie	NO Warm up pants or Sagging pants
Nude stockings	Nothing too short, must exceed school dress code.	A well ironed collared shirt	NO T-shirts or sweat shirts
Closed toe shoes	NO Sneakers or sandals	Ironed khakis	NO Flip flops
Pants or skirt and a blouse or sweater. Skirt and dress length should touch the knee when standing.	NO Leather, lace, sequins, eyelet, sparkle, glitter, strapless, tafetta or bling. No sweater dresses	Loafers or dress shoes	Face jewelry or earrings
Tasteful jewelry Tasteful neat hair	NO Pants dragging the ground.	Belt and shoes should coordinate	NO sneakers

(if you need help finding something appropriate to wear, ask if you can borrow something from a family member or friend. If you still need help, ask your teacher if they have resources.)

8. Practice interview questions (see page 18) ✓

Using the questions for interviewing, write and role play the answers with a classmate until you feel comfortable and confident with an answer to each question.

9. Extra practice for the question: “Tell me about yourself.” ✓

Write your response to Tell me about yourself and then role play that answer at least a few times with a class mate. Plan your answer to this question based on the job that you listed as the objective on your resume

10. Complete the Color Word Sort and determine your personality color. ✓

Answer the questions and turn in the answers labeled with your name and period.

11. On the day of your interview

✓

Breathe deeply and reassure yourself that you are well prepared and are going to do a great job! Remember to greet them with a handshake, eye contact and pronounce your first and last name slowly.

12. After the interview, write a reflection about the experience.

✓

Make a special effort to write down anything that you learned that can help you in future interviews. Pick up a guideline from the teacher.

13. Write a thank you letter to the interviewer

✓

Thank them for their time and advice. Be sure to mention something specific that they shared with you that you can use in the future. Limit your font size to 12 points. Make sure to leave a place for your signature and sign the letter once you print it out. You will turn in the thank you letter and it will be mailed to the interviewer

14. Write a Cover letter

✓

A cover letter is typically used when a resume is dropped off, mailed, emailed or faxed. It should be addressed to the hiring manager or human resources department. It should explain that you sincerely want to work for that company and that you would like to meet for an interview to discuss it further.

Our interviews will be on one of the following dates: _____

By that date you will need the following items in your folder in the classroom file box:

A 2 page job application:

Written in blue or black ink

With NO errors or white out

In your handwriting

Complete with all information, job history, references, skills, education information including your expected date of graduation.

A word processed 1 page Resume:

Using a professional format and font

Word processed with NO errors

Complete description of your work, volunteer, community service or leadership experiences.

Final resume will be printed on linen paper provided by your teacher

A word processed Reference Sheet

That includes detailed information and contact details for 3 adults that you have contacted who have agreed to be a professional reference for you. Your reference worksheet with signatures or emails attached will be verification that you have contacted each of these persons to ask for permission to use them as references.

After the project you will be completing a Thank You or follow up letter written to your interviewer to thank them for taking time with you and referencing something that you learned from them in your interview.

On the following pages, you will see samples of each document and some other helpful information.

Here is a run down of what is due and when: (this is a sample timeline)

		OCT		
14 Application	16	17 Reference work-sheet	18	19 Final Application due
22 Begin Resume Work	23 Have a peer edit your resume	24 Reference sheet due (with worksheet verifications)	25	26 1st draft of Resume due
29 Final Reference Sheet and verifications due.	30	31		
		NOV		1
				2 FINAL RE-SUME DUE
5	6	7 Interviews & Thank you letters	8 >>>>>	9 >>>>>
12 >>>>>>	13 >>>>>>	14	15	16

VOCABULARY

Job Application	A written or electronic document that provides complete information in the preferred format of the hiring company.
Reference (professional)	A person willing to recommend a potential applicant for employment, and willing to give details about the work habits and character traits of the applicant.
Reference Sheet	A written document that provides complete contact information for 3+ adults who can support an applicant applying for a job.
Resume	A written document that provides complete education and work history as well as skills and memberships of a potential job applicant.
Cover Letter	A letter used to accompany a resume when it is mailed, faxed, or dropped off. It explains why the resume is being provided.
Thank You or Follow Up Letter	Letter written after an interview to thank the interviewer for their time and advice. Also used to reiterate the applicants interest in the position.
Professional dress	Clothing, shoes, hair style and jewelry that are appropriate for the interview or job.
Professional Introduction	A contact that includes a handshake, eye contact and an audible pronunciation of name in order to greet or meet another adult.
Handshake	Web to web contact with firm grip, a social convention.
Body Language	Posture, facial expression, etc. 58% of communication is non-verbal.
Networking	Using all of the people that you know to make contacts that might help you find a job
Volunteer work	An opportunity to work without pay in order to do community service and gain valuable experience.

Other important vocabulary

Accomplishments

Action Verbs

Background Check

Degree

Differentiate

Dress for Success Employer

Etiquette

Interview

Objective Statement

Overqualified

Oversell

Professional

Salary

Salary Calculation (hourly rate X 2000 = annual salary)

Student name _____

References Worksheet

By signing this sheet, I acknowledge that I am willing to act as a professional reference for this student. I am able to give them a positive recommendation for possible employment and other opportunities.

Name: _____
Job Title: _____
Company: _____
Address: _____

Phone Number: _____ Email Address: _____

Signature: _____

Name: _____
Job Title: _____
Company: _____
Address: _____

Phone Number: _____ Email Address: _____

Signature: _____

Name: _____
Job Title: _____
Company: _____
Address: _____

Phone Number: _____ Email Address: _____

Signature: _____

Name: _____
Job Title: _____
Company: _____
Address: _____

Phone Number: _____ Email Address: _____

Signature: _____

Sample resume:

FirstName LastName

6 Pine Street, Arlington, VA 12333

Home: 555.555.5555

Cell: 566.486.2222

email: phjones@vacapp.com

Objective An entry level position working with children

Education

Arlington High School Arlington, Virginia
3.3 GPA Honors English, AP Physics

August 2010 - Present
Expected Graduation 2014

Experience

Sales Associate, The Retail Store

June 2005 – Present

- Maintain and restock inventory.
- Provide customer service.
- Operate computerized cash register system.

Child Care

2009 - Present

- Provide child care for several families after school, weekends and during school vacations. Planned healthy snacks, maintained bedtime schedule, helped with homework.

Achievements

- National Honor Society: 2009
- Academic Honor Roll: 2009 - 2010

Volunteer Experience

- Big Brother / Big Sisters
- Arlington Literacy Program
- Run for Life

Interests / Activities

- Member of Arlington High School Tennis Team
- Piano

Computer Skills

- Proficient with Microsoft Word, Excel, and PowerPoint, and Internet

Sample Reference Sheet

References for

FirstName LastName

Ms. Shelia Jones
Manager, Verizon Wireless
222 Oak Drive
Houston, TX 12345
281-555-5555
sheliajones@emailaddress.com

Mickey Mouse
Mouse Manager
Magic Kingdom
123 Disney Lane
Orlando FL 12345
Mickey.mouse@disney.com
123-456-78910

Ellen BeGone
Teacher Supervisor
120 East Lake Road
McDonough GA 30252
Ellen.begone@henry.k12.ga.us
456-789-1234

Sample Thank you or Follow up Letter

Your Name
Your Address
Your City, State, Zip Code
Your Phone Number
Your Email

Date

Name
Title
Organization
Address
City, State, Zip Code

Dear Mr./Ms. Last Name:

Use the first paragraph to thank the interviewer for taking the time to meet with you. Mention your interest in the job and how enthusiastic you are about it.

The second paragraph of your thank you letter should include the reasons why you are an excellent candidate for the job. List specific skills that relate to the job you interviewed for. The more detailed you are, the more the interviewer will know about your qualifications.

The third paragraph (optional) can be used to mention anything that you didn't bring up at the interview that you'd like the employer to know. This gives you another chance to make a good impression, especially if you remembered something you should have said after the interview.

In your closing paragraph, reiterate your appreciation for their support of Union Grove High School and your career technical pathway Early Childhood Education.

Sincerely,

Your Signature

Your Typed Name

Sample Cover letter

Name of applicant
Address
City, State, Zip Code

Prospective Employer
123 Hopeful Place
Atlanta GA 30354

Date

Dear Mr./Ms. LastName,

I would like to express my interest in an entry-level analyst position with Company.

Evidence of my leadership and skills can be seen in my responsibilities as intern at Company, and my commitment to my academics. My educational background in government and business, combined with my internship experiences, has been excellent preparation for a career with Company.

Please review the enclosed resume and references and consider my application for your I look forward the positive contributions I would offer as a member of your organization.

Thank you for your consideration.

Your Signature

FirstName LastName

APPLICATION FOR EMPLOYMENT

PLEASE TELL US ABOUT YOURSELF

Date: _____

Name (print): Last: _____ Middle I.: _____ First: _____

Present Address: _____ City: _____ State _____ Zip _____

Home Phone: _____ Work Phone: _____

In case of emergency, please notify: Name: _____

Phone (home): _____ (work/cell): _____

Address: _____ City: _____ State: _____ Zip: _____

Do you have a reliable means of transportation to work: Yes No

What wage are you expecting: _____ If you are 18 years old, how old are you? _____

Are you eligible to work in the U.S.? Yes No (PROOF OF ELIGIBILITY IS REQUIRED UPON EMPLOYMENT)

Have you ever been convicted of a felony? Yes No

AVAILABILITY

	MON	TUE	WED	THU	FRI	SAT	SUN
FROM							
TO							

Summer: School Year: All Year:

Minimum number of hours needed to work: _____

Maximum number of hours needed to work: _____

PREVIOUS EMPLOYMENT HISTORY

PLEASE LIST YOUR THREE MOST RECENT JOBS (including babysitting, lawn care or volunteer work):

Dates Employed	Name & Address of Employer	Phone #	Supervisor	Earnings	Reason for Leaving
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____

Job skills acquired: _____

EDUCATION

High School (Last attended)	Location	Did you graduate?	Yes	No
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College & Vocational Schools	Location	Did you graduate?	Yes	No
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PERSONAL BACKGROUND

What are your interests and activities? _____

Please list awards and/or leadership positions held (work or school): _____

PERSONAL REFERENCES

PLEASE PROVIDE THREE REFERENCES TO WHOM YOU HAVE BEEN ACCOUNTABLE. NO FAMILY MEMBERS PLEASE.

Name	Address	Phone	Relation	Years known
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_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____

PLEASE READ THE FOLLOWING STATEMENTS CAREFULLY AND SIGN

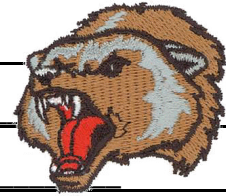
I understand that the completion of this application does not indicate that there are any positions currently open and does not obligate the Employer to hire me. I certify that all of the answers given in this application are true and complete to the best of my knowledge and are subject to confirmation by the Employer.

The Employer may make such investigations and inquires of my personal employment, financial, academic history and other related matters as may be necessary in determining whether I can perform the essential functions of the position which I seek. I hereby release said employers, schools and all persons contacted from all liability in responding to inquires in connection with my application.

If I am employed, I understand that false or misleading information given in my application or interview(s) may result in termination. I understand that I am required to abide by all employer rules and regulations.

Date: _____ Applicant Signature: _____

UNION GROVE HIGH SCHOOL
Job Interview Rating Sheet



Name _____ Class _____

Teacher _____ Period _____

	Would Hire		Call Back		Not Hire	
Resume	Accomplished	Proficient	Progressing	Needs major work	No proof shown	
Clear and precise presentation of facts in a logical arrangement	5	4.5	4.0	3.5	3.0	0
Correct grammar, spelling and punctuation. Arranged in acceptable business style.	5	4.5	4.0	3.5	3.0	0
Application						
Clear, concise presentation of facts. All blanks filled in. Use N/A appropriately.	5	4.5	4.0	3.5	3.0	0
Neat and legible	5	4.5	4.0	3.5	3.0	0
Job Interview						
Professional appearance Grooming, appropriate attire No jeans or tennis shoes.	5	4.5	4.0	3.5	3.0	0
Proper greeting, handshake, introduction and closing	5	4.5	4.0	3.5	3.0	0
Displayed poise, maturity, and a positive attitude	5	4.5	4.0	3.5	3.0	0
Answered questions completely and with confidence	5	4.5	4.0	3.5	3.0	0
Expressed him/herself clearly (Personal salesmanship)	5	4.5	4.0	3.5	3.0	0
Displayed appropriate body language and eye contact.	5	4.5	4.0	3.5	3.0	0
Points Earned						
Total Points * 2						
Comments:						
Interviewer Name:						

UNION GROVE HIGH SCHOOL

Job Interview Fair

The following questions may be used during the interview with students.

1. In what type of position are you most interested?
2. Tell me about yourself.
3. What starting salary do you expect?
4. Why do you want to work for our company?
5. How long do you expect to work for this company?
6. Do you have references?
7. What do you bring to the table that would put you above the rest?
8. What motivates you to keep going in your work place?
9. Why do you think we should hire you for this job?
10. What are your short-term goals?
11. What are your long-term goals?
12. Do you prefer to work by yourself or with others?
13. What are your hobbies?
14. What school activities do you participate in?
15. What are your strengths?
16. What are your strongest skills?
17. What are your weaknesses?
18. When can you start work?
19. What personal characteristics do you feel are necessary for success?
20. Do you feel that you have done your best academically?
21. What would your teachers say about you?
22. How do you think your education in school prepared you for this position?

If students have had previous jobs, these questions may also be asked.

23. Why did you leave your last job?
24. What did you like most/least about your last job?
25. What kind of recommendations would you receive from previous employers?

Of course, you may ask questions of your own.

Please end the interview by asking the student if they have any questions that they would like to ask you about the position or your company. Students should have some questions prepared to ask you

Your Teacher may have you write a reflection about your interview soon after it is done so that you can remember how much you have learned from this big and important project.

Make sure that you save all of your documents to a usb drive or disk for future use!

Congratulations on a JOB well done!