

Student name: _____ Date: _____

Practice skills needed to be successful in a job interview.*

Objectives:

- A. Prepare for an interview.
- B. Demonstrate appropriate behavior during an interview.
- C. Demonstrate appropriate interview follow-up.
- D. Seek feedback on your interview skills

MODULE 3D: INFORMATION SHEET

TO THE STUDENT: Read and study this information sheet and then complete the student activities at the end of this module.

Introduction

The interview is perhaps the most critical event of the job search process. Few people are hired without first being interviewed. Learning about the employer and understanding what an employer will look for in an applicant is an important basis for knowing how to respond in an interview. Understanding and identifying your key skills and being able to support them with examples are critical interview issues.

It is clear that the dynamics of an interview are complex. It is not simply a verbal exchange—though that is complex in itself. For example, while the telephone contact is primarily a verbal one, job interviews require control of many things other than the voice. Employers will not only hear the job seeker, they will also see, touch (a handshake), and smell them (perfume or aftershave). Physical appearance and grooming become major factors, as does the often mystical factor of body language.

This Module will cover the basics of the interview process. Because of the importance of the interview itself, you will role-play and practice interview skills. Good interviewing skills can be the difference between getting a job and not getting a job. You will learn basic interviewing skills including the importance of making a good first impression, answering problem questions, closing the interview effectively, and following up after the interview. You will also learn to analyze an interview question and to use a technique to answer the real concern of the employer.

** (Sections of this module come from CAPS Module #33, used with permission.)*

Researching Potential Employers

Before interviewing for any job you will want to learn all you can about an employer. This shows that you are interested in a company and provides valuable information as to why you really want to work for a company. Your research can be conducted in a variety of ways. You will want to speak to current and former employees if at all possible. Using your personal network system you should be able to locate an individual willing to speak with you. You will also want to check the local Chamber of Commerce, Management Association or Career Link. Your local library is also a good resource. There you might find current news articles, company newsletters, trade and industrial magazines featuring the company and more. Don't forget to check the company's website if they have one. You are looking for:

- The size of the company
- Where the company is located
- If the company has multiple locations
- Products/services provided by the company
- If the company has downsized or reorganized lately
- If the company plans to grow
- Any information relating to the person scheduled to conduct your interview

Conducting a Self-Evaluation

In addition to researching potential employers, individuals must also conduct a self-evaluation. You might ask yourself questions such as: What mistakes have I made and what did I learn? What personal accomplishments make me the most proud? Am I a competitive person? How do I best learn new things? How quickly do I adjust to a new environment? How well do I work with individuals of varying ages and backgrounds? What time management skills will I need to develop in order to be successful on the job? What activities might interfere with my work schedule? Do I have reliable transportation? What do I expect to learn/gain from the job for which I am applying? What skills do I need to learn to excel in my chosen career field?

You might also ask, "What personal characteristics do I possess that make me employable?" Consider these personal characteristics an employer looks for during an interview:

1. Enthusiasm and interest
2. Dedication and dependability
3. Alertness, quickness of mind
4. Honesty and integrity
5. Desire to work
6. Desire to help others
7. Desire to improve oneself

When conducting your self-evaluation, you should also consider your personal appearance and grooming habits. You will want to review the following guidelines for dressing for an interview and complete the appropriate personal grooming checklist.

Your teacher may also ask that you dress for an interview and participate in an interview

during a scheduled class. A rating sheet used to analyze your dress is also provided for that activity. You may want to look at that checklist while preparing for your interview.

Guidelines for dressing for an interview:

(NOTE: It is very important that the applicant make the best impression possible from the beginning of the interview. Most interviewers form an opinion within the first four to six minutes of the interview.)

1. Dress to fit the job for which you are applying
(NOTE: Dress better for the interview than you normally would for a day on the job.)
2. Coordinate clothing
(NOTE: Consider colors, patterns, fabrics, and suitable styles for your shape and body structure.)
3. Be conservative
(NOTE: Avoid wearing high-fashion items, the newest fads and provocative items. Plan to remove jewelry highlighting excessive body piercing and to cover tattoos. Bear in mind that most employers are not teenagers and your typical dress may not be appropriate in the workplace)
EXAMPLES: Wear simple jewelry, natural-looking makeup; avoid strong colognes or aftershaves; avoid wearing sunglasses during the interview.
4. Be modest and well-groomed
EXAMPLES: Clean, simple styled hair, clean and neatly trimmed nails and facial hair, buttoned shirt/blouse; fashionable but modest skirt length; well-fitting clothes (not too tight); polished shoes.

The Interview Follow-up Letter

The final question and handshake is never the end to the interview process. You have one additional opportunity to convince the employer that you are the best candidate for the position and that is through a follow-up letter of thanks. It is always appropriate to send the interview team a follow-up letter. This letter, often referred to as a letter of thanks, is actually one more opportunity to summarize your qualifications. The first paragraph should tell the employer that you appreciated his/her time. You probably learned much about the company and employment opportunities during the interview. The second paragraph should focus on the key points you made during the interview. You might describe skills that you did not have the opportunity to discuss at the interview, elaborate on previous experience that has prepared you for this opportunity, or use anecdotes to emphasize your key points. You might highlight what you learned from the interview, why you are interested, and what excites you most about the job opportunity. The final paragraph should tell the employer that you are interested in the position, your willingness to accept the job if offered, and include your phone number.

It is important that you mail this follow-up thank you letter to the employer. Often, employers are swamped with voice mail and e-mail messages that demand immediate attention. There may be little or no time to react to your brief message. However, employers will notice a well composed follow-up letter that has been written and mailed within 24 hours of the interview. Select simple, professional paper and be sure to proofread!

Communicating with Your References

In addition to thanking the employer for the interview you should communicate with the individuals serving as your references. Often, individuals become so enthusiastic about the interview process that they forget to communicate with these key individuals. It is a good idea to make your references aware of the scheduled interview. It is also important to contact your references following the interview. In discussing the interview with your references you are providing additional information and better preparing your reference for a call or letter from the potential employer. Discuss what went well with the interview as well as skills that you may not have clearly presented at the interview. This will allow your reference opportunity to develop some thoughts, which might more clearly emphasize your skills and potential. In addition, let your references know if you were offered and accepted the job. Building and maintaining positive relationships with your references is a communication skill you will want to master.

Requesting Feedback

“I’m sorry to inform you that you have not been selected for the job.” It’s a brief phone call or letter that may leave you feeling devastated and inadequate in your job search.

You’ve been evaluating your interview skills throughout this module. You’ve assessed your grooming habits and your appearance. You’ve written responses to typical interview questions and participated in an interview, which your teacher and classmates scored. You’ve written a follow up letter and received a critique of your written communication skills. You’ve also shared thoughts you’d communicate with your references. That’s a lot of information, but you might try for just a bit more. Should you not be offered the job, consider asking the interviewer for additional feedback. Don’t get trapped into thinking that asking for criticism is a negative experience. You are seeking feedback, which will improve your job search skills. When speaking with the employer, you should convey your disappointment in not being offered the job and let the employer know that you would like to be a candidate should another position become available. Then, politely ask for any feedback that will improve your interview skills. Remember, feedback is a positive and don’t become defensive or argumentative. Ask just a few questions and keep the conversation short. Thank the interviewer for the feedback and remind him/her that should an additional position become available you would be interested.

Most employers will not provide the information that you are requesting because they fear discrimination claims and lawsuits. Many companies have clear policies about revealing such information, but this is one of those times that it doesn’t hurt to ask. Use any information you obtain to improve your interview skills.

MODULE 3D: STUDENT ACTIVITIES

TO THE STUDENT: After reading and studying the information sheet, complete the following activities.

Activity 1: Personal Grooming checklist (Females)

Directions: Rate yourself on the following items. Give yourself four (4) points for each "Always," two (2) points for each "Sometimes," and no (0) points for "Never." When you have completed the form, total the score and compare your rating with the rating scale provided.

	<u>Always</u>	<u>Sometimes</u>	<u>Never</u>
1. Do you wear clothes that are appropriate for the occasion?	_____	_____	_____
2. Are your clothes clean and pressed?	_____	_____	_____
3. Do you check garments for split seams, ripped hems, and loose buttons before wearing?	_____	_____	_____
4. Do you check your hose for snags and runs before wearing?	_____	_____	_____
5. Do you put on clean undergarments and hosiery each day?	_____	_____	_____
6. Do you keep your shoes brushed, polished, and in good repair?	_____	_____	_____
7. Is your hair neat and appropriately arranged?	_____	_____	_____
8. Do you wear a minimum of makeup that is in good taste?	_____	_____	_____
9. Do you brush your teeth at least twice a day?	_____	_____	_____
10. Are your fingernails clean and trimmed?	_____	_____	_____
11. Do you keep your body clean and use a deodorant daily?	_____	_____	_____

Total Points _____	RATING SCALE:	38-44	You meet business standards
		30-37	Employer may grudgingly tolerate you
		Below 30	Better get to work on your appearance!

Activity 1: Personal Grooming checklist (males)

Directions: Rate yourself on the following items. Give yourself four (4) points for each "Always," two (2) points for each "Sometimes," and no (0) points for "Never." When you have completed the form, total the score and compare your rating with the rating scale provided.

	<u>Always</u>	<u>Sometimes</u>	<u>Never</u>
1. Do you wear clothes that are appropriate for the occasion?	_____	_____	_____
2. Are your clothes clean and pressed?	_____	_____	_____
3. Do you wash your hair often enough to keep it clean?	_____	_____	_____
4. Do you put on clean socks and underwear daily?	_____	_____	_____
5. Are your shoes shined and in good repair?	_____	_____	_____
6. Is your hair trimmed and combed?	_____	_____	_____
7. Do you check your clothes for spots, missing buttons, or split seams before wearing?	_____	_____	_____
8. Do you brush your teeth at least twice a day?	_____	_____	_____
9. Are your fingernails clean and trimmed?	_____	_____	_____
10. Are you clean shaven?	_____	_____	_____
11. Do you keep your body clean and use a deodorant daily?	_____	_____	_____

Total Points _____ RATING SCALE: 38-44 You meet business standards
 30-37 Employer may grudgingly tolerate you
 Below 30 Better get to work on your appearance!

Activity 2: Role Play a Job Interview

You and another student should role-play this sample job interview. Please have your instructor watch your performance.

Recommended interviewing practices.

(NOTE: Your behavior before, during and after your interview will strongly influence the impression that you make. The following practices will help you "sell yourself" during the interview.)

1. Prepare for the interview by researching the company and practicing for the interview.
2. Arrive early for the interview (10-15 minutes).
3. Go to the interview alone unless otherwise requested.
(NOTE: Occasionally, you may be asked to bring your spouse.)
4. Introduce yourself to the receptionist or secretary and the interviewer; state the purpose of your visit.
5. Greet by name the person who will interview you.
(NOTE: Be sure to pronounce the name correctly.)
6. Shake hands if the interviewer extends the offer.
(NOTE: Make sure that your handshake is firm.)
7. Sit down when the interviewer indicates that you should.
8. Sit quietly until the interviewer opens the interview. While waiting, you may want to observe things in the room that may help you find a common ground or develop rapport with interviewer.
9. Try not to show nervousness.
(NOTE: Keep hands clasped in lap, if necessary, to keep them motionless.)
10. Maintain good posture. Leaning slightly forward shows interest.
11. Maintain eye contact with interviewer.
12. Listen carefully.
(NOTE: This will enable you to answer the questions directly.)
13. Do not smoke or chew gum, even when invited to do so.
14. Show a real interest in the job for which you are interviewing.

15. Use good manners.
(NOTE: Be courteous. Say "thank you" for services and attention given to you. Have a ready smile and a friendly attitude.)
16. Be brief, positive, and honest when answering questions.
(NOTE: You should explain your answers fully. It is usually necessary to explain "yes" or "no" answers.)
17. Avoid using slang and offensive language.
18. Be ready to talk about individual work experiences and special skills.
19. Discuss positive aspects of self, not negative aspects of others or previous companies.
20. If you don't understand a question, it's OK to ask for clarification or to have the question rephrased.
21. Wait until the end of the interview to ask questions you have written down concerning the job.
EXAMPLES: *When you will be notified; whether you must return.*
22. Politely thank the interviewer for his or her time and consideration.
23. Offer to provide the interviewer with any additional information.
24. Be ready to take a performance test.
EXAMPLES: *Writing, keyboarding, data entry.*
25. Develop and use a pleasant speaking voice.
26. Follow-up interview with a letter thanking the interviewer for interviewing you.
27. Ask for a business card so you have the proper name and spelling for a thank you note.
27. Take extra copies of your resume to the interview.
28. Take your portfolio or samples of your work, if available.

Interview Dialogue

A = Applicant

I = Interviewer

-
- A (Enters room, pauses, smiles, and approaches Ms. Jones whose hand is extended. They shake hands.) Hello, Ms. Jones, I'm Joe Hunter and am applying for the job of meat wrapper, which you advertised in Friday's Daily Press.
- I Hello, Mr. Hunter. Won't you have a seat?
- A Thank you. I have a resume, which may be helpful to you. (Hands Ms. Jones the resume and sits down.)
- I This is a very well prepared data sheet. Well, Joe, tell me about yourself.
- A I'm a junior at Anytown High School where I'm enrolled in a career and technical food service program. I'm interested in working in a business like yours while going to school and when I graduate. My older brother works in a related business in Big City, and I think there are a lot of future opportunities in this field.
- I Joe, have you had any work experience or are you currently working anywhere?
- A Yes, I am working as a courtesy clerk for Mady's Meat Market. I am responsible for keeping the checkout area clean and well-stocked with sacks, as well as carrying groceries for the customers. I have also done odd jobs for my relatives and neighbors.
- I What do you think you have learned from your job at the meat market?
- A Probably the most important thing I have learned is how to deal with customers.
- I What kind of person is your employer and how do you get along?
- A My employer has several good qualities. He offers very good service to the customers, and we get along well.
- I Why do you want to leave?
- A I feel there would be more opportunity for me to develop the skills necessary to reach my occupational objective in a business such as yours.
- I How did you get the job at the meat market?
- A A friend of mine who used to work there recommended me as his replacement.
- I When would you be able to start and what hours could you work?
- A I could start as soon as I give my present employer two weeks notice. I will be able to work from 2:30 to 5:30 PM on weekdays and all day on weekends and holidays.

I Which school activities are you involved in this year?

A I am a member of the FCCLA, student council and chorus. I should know about any trips with these groups early enough to make arrangements with you and another employee so there will be no problems with missing work.

I Do you have any financial obligations, such as a car payment?

A No, Ms. Jones.

I Have you ever had any difficulty with the police other than a traffic violation?

A No.

I How much do you expect to earn?

A I understand from some of the other employees that a person may begin at the minimum wage and advance with time and experience.

I That's right. Here is a brochure explaining our pay scale and other benefits.

A Thank you.

I Thank you for talking to us. We will let you know about the job soon.

A (Stands) Thank you for your time, Ms. Jones. Have a good day. (Shakes hands and leaves.)

Activity 3: Consider Job Interview Questions

Answer the following questions on a separate sheet of paper. The following are some questions that you might be asked when you are applying for various jobs. Keep this assignment sheet to review before going for an interview.

Many interviews begin with the simple question, “Tell me about yourself.” This is your opportunity to help the interviewer to feel comfortable and confident that he/she has selected a good candidate for the position. Prepare your response to this question well in advance. Your response should be about 300 words in length and be delivered in 1 ½ to 2 minutes. Focus on a brief introduction, key accomplishments, strengths, skills, and how you see yourself fitting into the position for which you’ve applied. You might touch on how you became aware of the job and why you decided this job was a good match for your skills. Be sure that your response is delivered in a friendly, natural voice rather than a memorized speech.

Introduction:

1. Tell me about yourself.

Background Information:

2. Where do you go to school? When will you graduate?
3. What are some of your special abilities? What skills do you possess? What tools or equipment can you operate?
4. How would you rate your training for this job?
5. Do you think your extracurricular activities are well worth the time you devote to them?
6. What is your school attendance record?
7. Do you have any military obligations to fulfill?
8. For what other jobs have you applied?

Personality:

9. What personal characteristics do you think are needed to succeed in your vocation?
10. Do you like to work with other people or do you work best alone?
11. Does criticism disturb you? (This is often asked in a subtle manner. The employer wants to know if you can use criticism as a tool in correcting problems and meeting goals.)

Self-motivation:

12. What motivates you?
13. Give us an example of a project you finished under pressure.
14. Have you done the best school -work of which you are capable?
15. Do you require attention? (This is often asked in subtle manner. The employer wants to know if you can work without constant supervision and attention from others.)

Leadership potential:

16. What do you expect to be doing five or ten years from now? What is your chosen field of work?
17. How many people have you supervised at work or through organizations of which you are a member?
18. Define cooperation.

Are you a fit for this job/company? Have you researched this company?

19. Why did you leave your previous job?
20. May we write or call your last employer?
21. Would you be able to work all day Saturday and Sunday?
22. Would you be willing to relocate?
23. What size city do you prefer?
24. How could you contribute to our organization? Why should we hire you?
25. At what salary do you expect to start?
26. How do you feel about working overtime?
27. What job with our company would you choose if you were entirely free to do so?
28. Would you be willing to submit to a drug test?

Self-management:

29. Do you (did you) earn any of your own expense money while in school?
30. What did you like least and what did you like best about your classes?
31. What books have you read lately? What are your favorite magazines?
32. Have you saved any money?

Reflection/Evaluation skills:

33. In what area do you need the most improvement?
34. If you could start school (or work) over again, what would you do differently?

Listening and Research skills:

35. Do you have any questions for me (us)?

You should be prepared to ask questions relating to the job and or company. Some typical questions include:

- What are the responsibilities of the job?
- Could you describe a typical day in this position?
- How would you describe the work environment? May I see the area where I will be working?
- How would you describe your management style?
- Would I be able to speak to the person who previously held this job?
- What training is offered?
- Are there opportunities for advancement?
- What educational opportunities exist?
- What type of equipment will I be using?
- What is the company dress code? Will I be required to wear any special clothing?
- What type of orientation will I receive?
- Will more orientation time be granted if I feel I need it?
- What are your expectations of new hires their first three months on the job?
- How do you motivate people?
- To whom will I be reporting?
- Will I work alone or with a group?
- What are the company goals for the next 5 years?
- What major challenges is this company facing?
- When will a hiring decision be made? Will I be contacted either way?

Illegal questions:

Questions that have little to do with how well you might perform on the job are illegal. Major companies are well aware of these questions and their illegal status, while many small business representatives are not. Illegal questions include your marital status, who lives with you, the house of worship you attend, how many children you have and what child care arrangements you've made, your nationality, race, sexual orientation, age, health, physical condition, medications/treatments that you are taking, what organizations you belong to, financial information, military service, and if you've ever been arrested. Employers may ask about convictions.

You must develop a plan for handling illegal questions. You may choose to answer them and provide answers to questions that won't hurt your employment chances. You may choose to side step some questions. For example, "Are you married?" might be answered by simply stating that "Marriage often tends to add stability to one's life." You may choose to simply not answer a question by remaining silent or say, "I'm not certain how that questions relates to my job performance. I am aware that I am not required to answer this type of question." The manner in which you deliver this message will set the tone for additional questions. If spoken matter-of-factly and in a non-offensive manner, your interview may continue in a positive fashion. If spoken with condensation your interview may abruptly conclude. You alone must decide how to handle these questions based on how much you want a particular job with this employer.

Activity 4: Participate in a Job Interview

Now that you are prepared for an interview, team up with another student in class. Assume the roles of interviewer and applicant and then switch so each of you gets to play both roles. Apply for the job you now have, for one you would like to have, or use the sample interview at the end of this assignment sheet. You may want to use the want ad in a local newspaper to find out what jobs are available. Let your other classmates evaluate your performance using the Job Interview Evaluation Form below and the Dressing For An Interview Form that follows. Videotape the practice sessions if possible.

JOB INTERVIEW EVALUATION FORM

<u>Preparing for the Interview</u>	Yes	No
1. Were you clean, well-groomed and neat?	_____	_____
2. Did you wear appropriate clothes and shoes for the type of job for which you were applying?	_____	_____
3. Did you take an ink pen and resume with the information you may need about social security number, references, addresses, dates employed, and dates attended school?	_____	_____
4. Did you go alone, not taking parents, children, spouse, or friends with you?	_____	_____
5. Were you on time for the interview?	_____	_____
6. Did you know the name and title of the interviewer?	_____	_____
7. Did you know pertinent facts about the company, such as name, kind of business, products and services, reasons you want to work there, how old the company is, and where the plants, offices, or stores are located?	_____	_____
8. Were you prepared with appropriate questions? <i>EXAMPLES: How many other people do this job?</i> <i>Who will be my supervisor?</i> <i>Are there job advancement opportunities?</i>	_____	_____
9. When you met the receptionist did you smile, introduce yourself, state that you have an appointment, follow the receptionist's instructions, and wait patiently?	_____	_____
10. Did you enter with poise and greet the interviewer by name?	_____	_____

11. Did you shake hands firmly if the interviewer offered his or her hand? _____
12. Did you introduce yourself and state the purpose of the call? _____
13. Did you seat yourself only at the interviewer's invitation? _____
14. Did you show signs of nervousness?
(NOTE: If you do not know where to put your hands, leave them on your lap and keep them still.) _____
15. Did you not place personal things on interviewer's desk, smoke or chew gum? _____
16. Did you look alert, interested, and enthusiastic?
(NOTE: Sit slightly forward in the chair to give an alert appearance.) _____
17. Were you confident and courteous? _____
18. Did you answer questions clearly and not interrupt? _____

Anticipating Employer's Questions and Volunteering Proper Information

19. Did you avoid giving all "yes" or "no" answers? _____
20. Did you avoid criticisms of former employers or competitors? _____
21. Did you avoid talking about personal problems?
(NOTE: The interviewer must be interested more in what you can contribute to the business than what the business can do for you. Don't use a sob story about how desperate you are for a job.) _____
22. Did you show copies of your work if applicable? _____
23. Did you state that you are willing to start at the beginning salary? _____
24. Did you find a true, positive statement concerning your reasons for leaving previous jobs, even if you were fired?
Examples:
"I was laid off, but I learned from my mistakes."
"I left because they did not need as many employees during the slow season."

25. Did you try to mention your best qualities in relation to something concrete? _____
Example: "I earned 75% of my expenses while going to school" is better than "I am a hard worker and want to get ahead."
26. Did you give the lead back to the interviewer, if you found yourself talking too long, by saying "Perhaps you have some other questions to ask me?" _____
27. Were you prepared for personal questions about your home life and your parents' occupations? _____
28. Were you prepared to respond to questions concerning politics, religion or economics? _____
29. Did you answer questions about career objectives using specific terms about what you would like to do in the near future in that particular field without limiting your opportunities? _____
Example: A position in sales or training program that will eventually lead to a marketing or management position. No location preference.
30. Did you look directly at the interviewer, smile, use correct English, and speak in clear, moderate tones? _____
31. Did you show an interest in the company and/or job by asking questions? _____
32. Did you really try to sell yourself?
(NOTE: Never refer to yourself as just average or fair. Always look for a positive response.) _____
33. Did you give the interviewer the opportunity to mention salary and fringe benefits?
(NOTE It is usually not appropriate to ask about salary/benefits until you're actually offered the job.) _____
34. Did you remind the interviewer of the conversation topic if interrupted by a telephone call? _____

Closing the Interview

35. Did you watch for signs that the interview was over, such as the interviewer shuffling papers and moving around in a chair? _____

- 36. Did you ask, "May I say one thing more?" or "Would you be interested in...?" if the interview seemed to be ending before all important selling points had been made? _____
- 37. Did you thank the interviewer for the time and leave promptly? _____
- 40. Did you write a follow-up letter, call or visit again to express interest in the job and appreciation for the opportunity to interview? _____

(NOTE: Even if the interviewer does not offer the position, you should learn from every situation and try to improve your interviewing techniques.)

DRESSING FOR AN INTERVIEW FORM

Directions: Your teacher will have told you to dress as if you were going to an interview today. Assume that you are the employer and that each of your classmates has come to apply for a job. As you evaluate each person, have him or her evaluate you. When you have finished, give each other the forms you filled out.

Name of Applicant _____

Yes No

Hair

Is hair clean?	_____	_____
Is it neatly combed?	_____	_____
Is it an appropriate length?	_____	_____
Is it an appropriate style?	_____	_____

Clothes

Are they clean and free of unpleasant odors, such as perspiration and cigarette smoke?	_____	_____
Are they appropriate?	_____	_____
Are they becoming?	_____	_____
Are they in good condition?	_____	_____
Are they free of wrinkles?	_____	_____

Shoes

Are they an appropriate color?	_____	_____
Are they an appropriate style?	_____	_____
Are they in good condition?	_____	_____
Are they clean, polished, or well shined?	_____	_____

Nails

Are they clean?	_____	_____
Are they in good condition?	_____	_____

Makeup (for girls only)

If she is wearing makeup, is the makeup applied in a becoming manner?	_____	_____
Is it conservative, or appropriate, for day wear?	_____	_____

Comments:

Activity 5: Writing an Interview Letter of Thanks

Directions: You just completed the interview for your dream job. The interview went well and you are confident that you are a good match for the position within this company. You have one more opportunity to convince the employer to hire you. Write a 3-5-paragraph letter of thanks, being certain to include an introduction and summary.

<u>Focus</u>	<u>Content</u>	<u>Organization</u>	<u>Style</u>	<u>Conventions</u>
Awareness of the main idea	Ideas are seen in facts, examples, opinions, and details	Paragraphs and ideas are in order	The use of words and sentences create a tone or voice	Grammar, spelling and sentence formation.
4-Excellent focus and point made	4-Excellent use of content. Very specific.	4-Excellent. Organized and has transitions.	4-Excellent style. Wide use of words and tone.	4-Excellent use of grammar, spelling, and sentences. 0 errors.
3-Point is made about 1 topic with awareness	3-Developed content is good and provides details.	3-Arrangement of content shows logical order.	3-Generic use of many words and sentences.	3-Good use of grammar, spelling and sentences. 1-2 errors.
2-No point, but there are some central ideas.	2-Limited content with poor explanation.	2-Confusing format with no transition.	2-Limited word choice and poor tone/voice.	2-Grammar, spelling and sentences are very poorly done. 3-4 errors.
1-Poor. There is no clear topic	1-Poor. There is no content.	1-Poor. Lack of organization.	1-Poor. There is no sentence control.	1-Grammar, spelling and sentences are used incorrectly. More than 4 errors.

0 – Non-scorable projects are illegible, lack needed information and/or make no sense.

Activity 6: Communicating with Your References

Directions: You have just scheduled an interview for the job that you applied for recently.

Write a description of how you will contact the references you listed on your application and resume. What information might you provide for your references? (List a minimum of two items.) What information might you share with your references following a job interview? (List a minimum of three items)

MODULE 3D: STANDARDS ADDRESSED IN THIS MODULE

Pennsylvania’s Academic Standards for Career Education and Work**13.2.11. Career Acquisition (Getting a Job)**

- A. Apply effective speaking and listening skills used in a job interview.
- C. Develop and assemble, for career portfolio placement, career acquisition documents, such as, but not limited to:
 - Job application
 - Letter of appreciation following an interview
 - Letter of introduction
 - Postsecondary education/training applications
 - Request for letter of recommendation
 - Resume

Pennsylvania’s Academic Standards for Reading, Writing, Speaking and Listening (RWSL)**1.1.11. Learning to Read Independently**

- E. Establish a reading vocabulary by identifying and correctly using new words acquired through the study of their relationships to other words. Use a dictionary or related reference.

1.6.11 Speaking and Listening

- E. Participate in small and large group discussions and presentations.
 - Initiate everyday conversation.
 - Participate in a formal interview (e.g., for a job, college)