



Job Interviews

Self-Paced Lesson

Tim VanSlyke

Chemeketa Community College

Language Learning Center

Job Interviews Self-Paced Lesson

Follow these steps to complete this lesson:

1. Go to the Language Learning Center Web page and find the section: **Self-Paced Lessons**. Click the lesson: **Job Interviews**.

2. Begin with “**Interviewing Skills: Lesson 1: Types of Interviews**” There are four pages in this section. Read each page and watch the video: “What experts say” then answer these questions and/or complete the sentences:



Figure 0: Click the CC button to see captions

- a. In the video, the first speaker, Victoria, says she looks for these qualities in a candidate: confidence, _____ and someone who _____ in themselves. A willingness to _____ and attitude.
- b. Dana looks for: Good _____ skills, strong _____ skills, the ability to make _____ and the ability to tie their past experience to _____.
- c. Andy: That they are dressed _____ for the position they are applying for.
- d. Draw lines to match the type of interview with the definition:

Screening Interview	Usually involves the hiring manager and potential peers and people from other groups within the company
Face-to-Face Interview	Use by employers who want to see you in action before they make a hiring decision.
Group Interview	Top candidates may be invited for a second interview when the company is having a difficult time making a decision.
Full Day Interview	Conducted by the person making the hiring decision. Usually only granted to top candidates.
Audition Interview	To determine the top candidates to bring for an actual interview.
Follow-Up Interview	You are interviewed individually by several members of an organization.

e. What is the last step in the interview process?

3. Lesson 2. How to prepare for your interview.

a. Explain why it is important to research the company you are applying to:

b. What are some examples of inappropriate interview attire:

c. From the Interview Checklist, what are three things you SHOULD bring and three things you SHOULDN'T bring?

SHOULD	SHOULDN'T

d. What do the letters in the acronym for the STAR method represent?

S _____

T ____

A _____

R _____

e. What are three questions you should ask at the interview?

4. Lesson three: During the Interview

- a. List three Business Etiquette Tips to use in an interview that you think are most important:
 - 1.
 - 2.
 - 3.
- b. Watch the video “What to do while waiting for an interview” then go to the next page and listen to the “Tone of Voice” examples. On the next page, watch the “Body Language” video. Now, in your own words, write a few sentences to answer this question: Do you think non-verbal communication, such as body language and tone of voice affect your chances of getting a job?
- c. SEVEN SIMPLE RULES for answering any interview question: (fill in the blanks)
 1. **Ask for** _____, if needed. An interviewer will not be put off by your questions; in fact, they may be impressed that you took the time to ask.
 2. **Be honest.** Never embellish your past _____, or claim a skill that you do not have. If you think you are lacking a critical skill, tell the hiring manager that you haven't had the opportunity to use that skill yet, but that you are very eager to learn.
 3. **Stay true to your message.** Focus on the reasons they should hire you; what skills and _____, do you have that can be put to good use by this company? Use the STAR method to answer behavioral interview questions.

4. **Always answer questions with your _____, in mind.** If you are interviewing for a job in a different industry than you have previously been in, the interviewer may not understand some of the technical terms you use.

_____, where necessary.

5. **Avoid the topics that may get you into trouble.** These typically include things in your _____, life: your marital status, age, religion, or political beliefs, for instance.

6. **Use clear and _____, language.** Speak slowly and carefully to make sure that your words are being understood.

7. **Seek feedback.** Ask the hiring manager if you have provided the level of _____, needed to fully answer the question.

5. Lesson 4: Following Up Write a short description of the following post interview activities:

1. Reflection
2. Thank you letter
3. Evaluating a job offer
4. Accepting/Declining an Offer

6. Final step: on the Language Center Page click: Interview Practice to practice recording your responses to the interview questions.