Job Interviews
Self-Paced Lesson

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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:
   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:

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

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<th>SHOULD</th>
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   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?
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.

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.

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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.**