



Prepare for an Interview

In this project, you will work with a partner to find a job lead that appeals to both of you. You will interview a hiring manager to find out more about effective job interviews and then prepare for a mock job interview. Finally, you and your partner will interview each other.



My Journal

If you completed the journal entry from page 694, refer to it to see if your thoughts have changed after reading the unit.

Project Assignment

In this project you will:

- Choose a partner, and find an appropriate job lead.
- Research information about the hiring company.
- Write three questions about the company and job duties.
- Participate in mock interviews with your partner.
- Take notes about the experience.
- Give a presentation to the class with your partner about the experience.

STEP 1 Find an Appropriate Job Lead

Follow your teacher's instructions to form pairs. With your partner, search for a job lead. You may find the lead online, in a newspaper, or in a magazine. Use these guidelines to help you find a job lead:

- Choose a lead that lists the name of the hiring company.
- Choose a job that appeals to both you and your partner.
- Choose a lead that lists specific information about the duties required for the job.

STEP 2 Research the Hiring Company

Use print and online resources to research information about the hiring company you and your partner have chosen. Take notes on the information, and write a summary of your findings. Develop three questions to find out more about the company and the job lead. Write down your questions using word processing software.

Research Skills

- Perform research using a variety of resource materials.
- Synthesize and organize information.
- Take notes on your research, and write a summary of your findings.

THE SKILLS BEHIND THE PROJECT

Key personal and relationship skills you will use in this project include:

- Gathering and consolidating information
- Working together with a partner
- Communicating respectfully

Academic Skills



English Language Arts

NCTE 7 Conduct research and gather, evaluate, and synthesize data to communicate discoveries.

NCTE 12 Use language to accomplish individual purposes.

STEP 3 Connect with Your Community

Take turns with your partner in a mock interview. One of you should play the role of the hiring manager, while the other plays the role of the job candidate. Then, switch roles so you can each experience both sides of the interview. Prepare a cover letter for your interview, and use your job portfolio. Ask the questions you have developed, and take notes on your experiences in both roles.

Interview Skills

- Use standard English to communicate.
- Listen respectfully.
- Record responses, and take notes during the interview.

STEP 4 Build Your Portfolio Project

Use the Portfolio Project Checklist to create a presentation with your partner on what you learned about both roles during the interview.

Interpersonal Skills

- Work cooperatively with your partner.
- Be sensitive to the needs of your audience.
- Be aware of nonverbal communication.

STEP 5 Evaluate Your Project

Your portfolio project will be evaluated based on:

Academic Skills

- Extent of your research
- Preparation for your interview
- Interviewing skills
- Clarity of your presentation
- Speaking and listening skills



Evaluation Rubric Go to this book's Online Learning Center at glencoe.com for a rubric you can use to evaluate your final project.

PORTFOLIO PROJECT CHECKLIST

Plan

- ✓ Write a cover letter, and prepare your job portfolio for use during your mock interview.
- ✓ Be respectful during your interview as a candidate, and highlight your experience and skills that match the job duties. Take notes about the experience.
- ✓ Be courteous during your interview as a hiring manager, and create answers to the candidate's questions to the best of your ability. Take notes about the experience.

Present

- ✓ Compile your notes, and create a presentation with your partner to share your experiences with the class.
- ✓ Invite the students to ask questions. Answer the questions. Demonstrate in your answers that you respect their perspectives.
- ✓ Turn in your research summary, interview notes, and cover letter to your teacher.

Portfolio Highlights

Preparing Answers

Different employers will ask different questions during a job interview. You should prepare answers to all types of questions so you will be ready, even if you are nervous.

Consider Everyday Job Situations

More and more employers are asking job candidates to describe the actions they would take in certain situations on the job. Before you go for an interview, think about what situations you might face on the job and how you might handle them.

Benefit to the Company

Use your experience and skills to think of ways you might benefit the company. Then prepare for an interview by using statements that highlight this. For example, rather than saying, "I have excellent writing skills," you might say, "I can use my writing skills to better communicate with vendors."

Turn Weaknesses into Strengths

A common interview question is, "What is your greatest weakness?" This can be hard to answer positively, but it is an opportunity to showcase your problem-solving skills. Explain a weakness along with how you compensate for it or overcome it.