

Ch. 7: Interviewing

SECTION 7.1: BEFORE AN INTERVIEW: GETTING READY

Define: Interview:

Name three ways that you can research a company.

- 1)
- 2)
- 3)



There are many ways that you can rehearse for an interview. Out of the five listed on pg. 133-4, which method would you prefer? Why?

Fill in the Dress for Success: Do's and Don'ts Chart on pg. 135

Do's	Don'ts

SECTION 7.2: DURING AN INTERVIEW: IT'S SHOW TIME

Define: Body language:
Role-playing:
Problem solving:
Stress:

Read the Body Talk section on pg. 136. Then, fill in the phrase to complete each sentence.

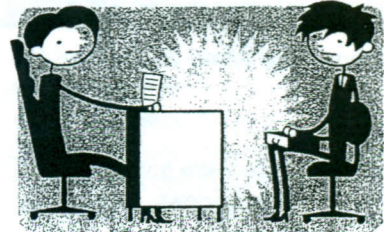
- 1) Eye contact shows...
- 2) Firm handshake shows...
- 3) Nodding your head shows...

4) Biting nails shows...

SECTION 7.3: AFTER AN INTERVIEW: FOLLOWING UP

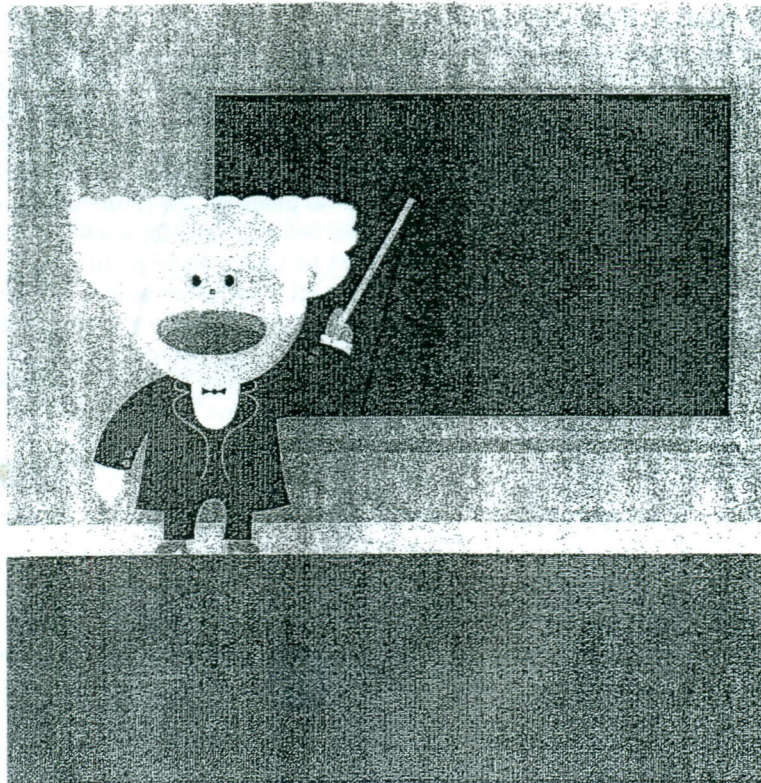
What are the three things you must do after an interview:

- 1)
- 2)
- 3)



You decide to send a thank you letter to the employer after your last interview. What does that say about you as a job applicant?

How should you handle rejection? Turn to pg. 146 for advice.



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CHAPTER 7 Interviewing

ACTIVITY 7-1

Learning How to Interview

Foundation Skills

Personal Qualities:
Sociability

Objective: To learn how to make the best impression possible in your job interviews.

In this activity, you are to play the role of employer. You are interviewing applicants for a job and must decide which applicant you will hire. This activity will help you see what things an employer notices about applicants during an interview. By seeing the interview from the employer's point of view, you should get a better idea of what you will need to do to be successful when you are interviewed by a real employer.

You are Alisha Carswell (the owner of Carswell's Clothing Store). You have interviewed four applicants for a sales position in the men's department. Read the descriptions of the four interviews, then write your evaluations of the applicants.

Interview 1—John Altman

John arrived about five minutes before the time scheduled for his interview. He was wearing neatly pressed slacks and an open-collar sport shirt. When you went out to the reception area to invite him into your office, you noticed that he was chatting with your secretary. You also noticed John's firm handshake when you introduced yourself and extended your hand.

John was quite a talker. He told you all about his plans to go to college and how he needed a job to finance his education. He said his grades in high school had only been average, but that was because he'd been in the band and out for several sports. John was the type of person you couldn't help but like, and the 30-minute interview seemed to fly by. He said that he hadn't had any sales experience but that he was eager to learn. John was very polite and thanked you for your time as he left. Two days later you got a thank-you note from John.

Interview 2—Kent Bennett

Kent Bennett was sitting quietly reading a magazine when you went to the reception area to invite him into your office. You commented on how sharply dressed Kent was and he laughed and said, "What do you expect? I buy all my clothes here at Carswell's." This surprised you somewhat since you ordered all the men's clothing and you didn't recognize Kent's sport coat.

Kent was all business. He sat right down and said he needed a job badly. He wanted to know how much the job paid and how much of a discount employees got on the clothes they bought at the store. Kent said he could do anything and that he had no plans for the future so you could count on his being around for a while. He said he "wouldn't be taking off to go to college or anything like all those other people do." Kent gave you lots of reasons why you should hire him. In fact you finally had to look at your watch and say you had another appointment so you could end the interview.

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Interview 3—Mark Sanchez

Mark Sanchez was wearing a dress shirt, tie, slacks, and a sport coat. When you went out to greet him, he was standing quietly reading some company notices that you had on the wall of the reception area. He smiled politely as you shook hands. As you went around behind your desk, Mark commented on what a nice office you had. You thanked him and asked him to sit down. He thanked you and sat down.

In response to your questions about education and experience, Mark said that he had received mostly A's in school and that he had worked part-time for the past two years as a cashier at a local grocery store. He said he had thought about college and that he would probably go to school someday and major in marketing. First he wanted to get some experience in sales and, since he had always been interested in clothes, he had applied for this job. As Mark talked, you noticed how carefully and precisely he worded everything.

To conclude the interview, you asked if Mark had any further questions. He asked about the starting salary. After you told him, he thanked

you for your time and got up to leave. You ushered him to the door and shook hands with him. Mark smiled and said how much he'd enjoyed meeting you.

Interview 4—Kathy Powers

Kathy Powers, like John Altman, was chatting with your secretary when you introduced yourself. Kathy was nicely dressed in a tweed business suit. As she reached out to shake your hand, she smiled and said it was a pleasure to meet you.

It was obvious after only a few minutes that Kathy was very intelligent and quite articulate. She said she planned to go to college as soon as she could afford it and asked about the salary. She had worked previously at Bodikker's, your main competition, in their clothing department. She had obviously done her homework, as she seemed to know almost as much as you about your clothing department. She even made a few suggestions for updating a line of accessories.

When the interview was over, Kathy shook hands and flashed a winning smile. She seemed confident that she would get the job and said she would be seeing you.

1. If you were Alisha Carswell, which one of these four applicants would you hire? Why?

2. If your first choice declined the job offer, which person would you then hire? Why?

3. Which of these applicants would you *not* hire, even if you had to advertise the opening again and interview additional applicants? Why?
