

Activity Page for Group Leaders

Acing a Job Interview

Topic: Acing a job interview

Goal: Help teens realize that a job interview (and the way they should behave on the job) is a little like acting. They have to learn to play the role, and they have to practice. Only when it starts to feel natural will the teens be able to perform well under the stress of a real job interview

Role play of job interview: 5 minutes for each teen

■ **Tell teens:** When you meet someone for the first time on the job, you can't go wrong with the following:

- 1) Stand up (if you're sitting down)
- 2) Shake hands (firmly, but not like a vise grip)
- 3) While shaking hands, look the person in the eye.
- 4) Say: "Hi, I'm X. Thank you for interviewing me. I really appreciate the opportunity to talk with you."

(Teens can put this in their own words, but they need to do three things: state their name, thank the interviewer, and express their appreciation.)

■ **Pick a teen to rehearse with you first.**

■ **Explain to other teens in group:** You are the "audience," and you need to look for four things. The teen should:

- 1) Stand up when the other person enters and approach the interviewer
- 2) Reach out to initiate the handshake
- 3) Look the interviewer in the eye while shaking hands
- 4) Say the line above, or a reasonable variation on it.

■ **Explain to teens in group:** They need to give their peer constructive feedback on how well she does each of those things. (Remind them that they'll each get the chance to rehearse in a minute.)

■ **Bring teen to the front and have her sit down in a chair** (pretend it's a waiting area).

■ **Stand off to the side, and then walk in and call out the person's name.**

■ **Go through steps 1-4 above.**

■ **Before there are any comments, do it one more time with the same teen.**

■ **Ask group for a few quick constructive suggestions.**

■ **Repeat with the same teen two or three more times.** Asking the group for to give one piece of feedback each time (e.g., “maintain eye contact,” or “grasp my hand a little more firmly”).

■ **If you have time and a small enough group, repeat this with each member of the group,** in front of the group so that each student gets some direct feedback from you, and gets to “rehearse” their role in front of the “audience.”

■ **Have the group practice on each other.**

Tell them they must do the exercise 10 times each and they must give each other one piece of feedback each time.

Closing discussion: 5- 10 minutes

■ **Ask the teens what they learn.** Point out to the teens that a job interviewer is going to form an opinion of them in the first 30 seconds, and that getting off on the right foot can make the entire interview go much, much better.



My Job Interview



MAKING A GOOD IMPRESSION: *You are interviewing for a job. Check the boxes next to things you should do to get off to a good start in the job interview.*

- Shake the interviewer's hand before and after the interview
- Chew gum
- Answer my cell phone
- Look the interviewer in the eye
- Use slang
- Be early or on time
- Show I'm interested in the job by asking questions about it
- Turn the ringer on my cell phone off
- Dress like I'm ready for a hot date

ACING THE QUESTIONS: *Your interview is for the clothing store the GAP. The interviewer asks, "What will you bring to this job?" Circle any responses that apply to you. Then, give proof of it.*

EXAMPLE:

If you circle "I am responsible," you might write for your proof:

"I am responsible because I have looked after my baby sister after school for the last three years. My friends know me as the one who is always on time."

I am responsible.

Proof: _____



I am a hard-worker.

Proof: _____

I'll make a good sales person because I get along well with just about everyone.

Proof: _____

I am a team player.

Proof: _____

Now write two of your own:

I _____

Proof: _____

I _____

Proof: _____

The job interviewer will likely ask you, "What experience have you had?"

List all the experiences you have had that could help you at the job. Remember, even if you haven't had a paid job, chances are you have done other types of jobs that will show the interviewer you are responsible and a good worker, like taking care of a sibling, buying groceries for an elderly neighbor, tutoring younger kids at your school, babysitting, volunteering at church or playing on a team.

My experiences: _____



The job interviewer at the GAP (or any job) may well ask, "Why do you want this job?" Remember, you need to appeal to the interviewer here. So your response should be about what YOU can do for the GAP, not what the GAP can do for you. Check the boxes next to responses that you think would work:

- I like working with the public and I get along with just about everyone.
- I love fashion and I'm good at helping people pick out clothes they like.
- I love fashion and ultimately I want to have a career as a fashion designer.
- My friend who works here gets to buy your clothes and a discount and I want that discount too.
- I want the money.

Now make up a few of your own for way you want the job: _____



Answers

For a job interview, I should:

- Shake the interviewer's hand before and after the interview
- Chew gum
- Answer my cell phone
- Look the interviewer in the eye
- Use slang
- Be early or on time
- Show I'm interested in the job by asking questions about it
- Turn the ringer on my cell phone off
- Dress like I'm ready for a hot date

Appropriate to answers to "Why do you want this job?"

- I like working with the public and I get along with just about everyone.
- I want the money.
- I love fashion and I'm good at helping people pick out clothes they like.
- I love fashion and ultimately I want to have a career as a fashion designer.
- My friend who works here gets to buy your clothes and a discount and I want that discount too.