

Lesson 06: Preparation for an Interview

Part 1

Lesson Objectives:

- Students will identify appropriate and inappropriate interviewing behavior.
- Students will identify the steps necessary for preparing for an interview.
- Students will engage research skills to study job prerequisites, descriptions, and companies of interest.

Being Prepared

The fact that you have been asked to interview, is a good sign that you are being considered for the job. The interview is your opportunity to present yourself and secure the job. Just as you would for any other important event you must prepare for it.

Things to do before the interview:

Know the company

You will want to do plenty of research online. When was the company started? How many people do they employ? What makes the company stand out as one of the best in their field? Who is the Chief Executive Officer (CEO) or owner?

Know the job responsibilities

Most job postings have a description of the responsibilities for the position. What does this position entail - is it primarily cleaning, serving tables in a restaurant, delivering products, answering the phone, etc)

Know your skills and accomplishments

Employers want to know what skills you have that relate to the position. Prepare a list of your skills and accomplishments so that you can easily discuss them at the interview.

Practice talking about yourself

This can be a little challenging. You may feel awkward talking about yourself, but the interview is the exact place where you should be prepared to boast. It is OK to say things like, "I was the top scorer on the soccer team." or, "I earned all A's in high school." Brag away, as long as what you say is the truth.

Know the location of the interview

Make sure you look up the address of the interview. Know how to get there and how long it will take you to get there. If you have time, do a dry run and go to the location. Time how long it took you to get there and add at least 15 minutes extra to allow for unexpected traffic or other delays. Always plan to arrive at least 15 minutes early. You only get one chance to make a first impression - make it a good one.

Assignment:

Research a local hospital and find an advertised open position.

1. What is the job title?
2. What are the job responsibilities?
3. What are the required skills for the position?
4. Who is the CEO of the hospital?
5. Assuming the interview will take place at the hospital, how far would you have to travel to go to an interview? How long will it take you to get there? If you have an interview at 11:00 am, what time would you need to leave your house to get there 15 minutes early?
6. What type of questions would you ask the person interviewing you for this type of position?

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