

Job Interview Worksheets

The Resource Center

Materials contained in this handout are excerpted from:

The Successful Job Interview

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JOB OBJECTIVE WORKSHEET



The questions below can help you determine what your job objectives should state: what type of employment you are seeking; what you can offer the company; where you want to go with this position.

Answer these questions, and write a job objective based on your answers.

What kind of job would I like to have? Three choices would be:

Job 1 _____

Job 2 _____

Job 3 _____

What qualifications do I have for the jobs I listed above?

Job 1 _____

Job 2 _____

Job 3 _____

What can I do to be better qualified for these jobs?

Job 1 _____

Job 2 _____

Job 3 _____

What are my future goals in these positions?

Job 1 _____

Job 2 _____

Job 3 _____

COVER LETTER WORKSHEET



Answering the questions below will help you decide what information should be included in a cover letter.

What do I want from this company?

What can I offer this company?

What experience do I have that will qualify me for this position?

Practice Activity

Choose advertisements from your local paper for three different positions you would like to have. Write a cover letter for each of these positions. Have a friend or classmate critique your letters for clarity, conciseness, and positive wording. Ask them how your letters can be improved.

APPLICATION FOR EMPLOYMENT

PERSONAL

Name _____ Social Security # _____

Last First Middle

Street Address _____ Phone _____

City _____ State _____ Zip Code _____

If less than one year, previous address _____

Type of employment desired: Permanent Temporary Full-time Part-time

Position desired _____

EDUCATION

School Name and Address	Dates Attended		Degree	Major
	From	To		

ACTIVITIES

List honorary, social, athletic activities. Do not list activities which indicate race, creed, color, national origin, or religious affiliation.

EXPERIENCE

List all previous employment, beginning with your most recent position.

Company Name and Address _____

Type of Business _____ Your Position _____

Supervisor's Name and Title _____

Length of Employment: From _____ To _____ Salary: Start _____ End _____

Duties _____

Reason for Leaving _____

Company Name and Address _____

Type of Business _____ Your Position _____

Supervisor's Name and Title _____

Length of Employment: From _____ To _____ Salary: Start _____ End _____

Duties _____

Reason for Leaving _____

Company Name and Address _____

Type of Business _____ Your Position _____

Supervisor's Name and Title _____

Length of Employment: From _____ To _____ Salary: Start _____ End _____

Duties _____

Reason for Leaving _____

APPLICATION FOR EMPLOYMENT

Please PRINT in ink and complete ALL information.

Name _____ Date _____
 Current Address _____ Phone _____
 City _____ State _____ Zip _____ How long? _____
 Previous Address _____
 Social Security Number _____ U.S. Citizen ___ Yes ___ No
 Type of Work Desired _____ Date you can start _____

EXPERIENCE

Company Name/Address	Dates	Type of Business	Duties	Salary	Reason for Leaving
	From To				
	From To				
	From To				
	From To				

EDUCATION

School Name/Address	Major Subjects	Graduated	G.P.A.	Degree
		Yes ___ No ___		
		Yes ___ No ___		
		Yes ___ No ___		

ACTIVITIES

School Activities (Indicate high school or college) _____

Professional Activities _____

Do you have any relatives or friends employed at his company at present? _____

If yes, give name, relationship, and division of employment _____

Have you ever worked for this company or any of its subsidiaries? _____

If yes, give date and name/location of division last worked _____

NOTE: Before signing the following statement, please review this application to make certain that you have answered all the questions that apply to you.

I declare that this application presents, to the best of my knowledge, an accurate statement of facts, and I have no objection to the company's conducting such investigation of these facts as it may deem advisable. This authorization shall be valid for one year from this date.

Applicant's signature _____ Date _____

Practice Interview Questions

What can you tell me about yourself?

Why do you want to work for this company?

Why have you chosen this field as your career?

Why did you leave your last job?

What salary do you expect?

What are your career objectives five years from now? Ten years from now?

What do you feel your strong points are? Your weak points?

Which courses did you enjoy most in school?

Have you had trouble with any courses in school? Why?

How would you describe yourself?

How has your education prepared you for this position?

How do you define success?

In what way do you think you can make a contribution to this company?

What type of relationship do you feel should exist between a supervisor and subordinates?

What was your most rewarding experience during school?

Do you have plans to continue your education?

What have you gained from your extracurricular activities/

Are you more comfortable working in a large group or with just a few people?

How do you think you work under pressure?

What do you know about this company/job?

What do you feel is the most important aspect of a job?

Are you willing to relocate? Travel? Work overtime?

How do you spend your spare time?

How well do you get along with other people?

Why should I hire you?

Have you ever had a conflict at work? How did you handle this conflict?

What do you think about your previous manager?

How do you feel about supervision?

INTERVIEW RATING SHEET



Listed below are some qualities used to rate potential employees during an interview. After practicing an interview, how do you think you rate on these?

	Above Average 5	Average 3	Below Average 1
Ability to Talk			
Aggressiveness			
Appearance			
Courtesy			
Enthusiasm			
Intelligence			
Maturity			
Personality			
Poise			

Using the values given under each category, add the score for your answers and determine your rating on the following scale:

- 36 - 45 Ready for the interview
- 27 - 35 Might handle it; could use more practice
- 9 - 26 Definitely need more practice

SUMMARY

To Do Or Not To Do, That Is The Difference

DO

- Prepare a complete, attractive résumé that stresses your qualifications in a positive manner.
- Get permission from people you plan to use as references.
- Write an effective cover letter that really sells "you."
- Fill out the application completely, accurately, and legibly.
- Use the completed résumé as a reference for filling out the application.
- Arrive for the interview a few minutes early.
- Dress appropriately for the interview.
- Go to the interview alone.
- Bring résumé, social security card, work permits and licenses to the interview.
- Greet the receptionist and the interviewer courteously.
- Present yourself with confidence.
- Research the company.
- Be prepared to answer questions about yourself and your qualifications.
- Be prepared to ask questions about the company.
- Smile.
- Follow the interview with a thank-you letter.

DO NOT

- Do not present a résumé that was hastily put together or has typographical errors and smudges.
- Do not use a general, all-purpose résumé.
- Do not give inaccurate information.
- Do not present an application that is unreadable or incomplete.
- Do not arrive late for an interview.
- Do not wear jeans, wrinkled clothing, or outrageous jewelry to an interview.
- Do not overdo perfume or aftershave.
- Do not take friends or family to an interview.
- Do not act as if the receptionist and interviewer are doing themselves a favor by seeing you.
- Do not forget your manners.

MOST COMMON REASONS WHY PEOPLE ARE NOT HIRED

- Bad personal appearance
- Too aggressive
- Unable to express self clearly
- Poor interest and enthusiasm
- No career planning, no goals
- Overly nervous, under confident
- Too much emphasis on money
- Not willing to start at the bottom
- Discourteous
- Immature
- Speaks ill of former employers
- Cannot make eye contact with interviewer
- Messy application form
- Late arrival for interview
- Did not show appreciation for interviewer's time
- Asked no questions about the company
- Could not give direct answers when questioned