

## **INSTRUCTION FOR MENTOR**

### **4. Theme            “Successful job interview”**

#### **Exercise no. 7 “Employer's wishes on characteristics for a good employee to have”**

*Adapted according Jenny Rogers book "Successful job interview with a future employer".*

#### **Aim of the exercise**

- To be aware of what employees' characteristics are valued by employers and what not.

#### **Description**

Whatever the profession or speciality of the job seeker is - employers are always looking for employees with some certain positive characteristics and try to avoid persons, who possess some negative characteristics. In order to succeed in a job interview, job seeker will need to speak about or demonstrate the features, which employers appreciate and value. After mentees will make this exercise they will be aware of some certain employees' characteristics that are valued by employers and which ones are not.

**Expected duration:** 45 min.

#### **Steps for performing the exercise:**

1. Mentor introduces the exercise to the mentees and explains the aim of the exercise.
2. Mentor explains how to perform an exercise and handles the handouts to the mentees.
3. Mentees perform an exercise individually.
4. Mentor explains the results of the exercise to the mentees: he/she explains which answers are correct or incorrect (which characteristics of the candidate are positive and which are negative).
5. Each mentee comments her/his preferences.
6. Common discussion in the group is held on these questions:
  - What could you add to the given positive characteristics of employees that employers are always looking for during the job interview?
  - There is said that employers try to avoid persons, who possess some negative characteristics. What could you add to the given list?
  - In order to succeed in a job interview, you as a job seeker will need to speak about or demonstrate the features, which employers appreciate and value. In what way could you do that?

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## HANDOUTS FOR MENTEES

### Task for mentee:

Below there is a list of 20 characteristics and 10 of them are the ones, that employers value the most when looking for employees.  
Please select 10 characteristics by ticking the box.

Characteristic	Employers are looking for people who are able to:
Solve problems	<input type="checkbox"/>
Delay in carrying out the tasks	<input type="checkbox"/>
Give too many promises and too little result	<input type="checkbox"/>
Groan and whimper	<input type="checkbox"/>
Work as team leaders	<input type="checkbox"/>
Says: "It's not my task to do it"	<input type="checkbox"/>
Show initiative	<input type="checkbox"/>
Avoid responsibility	<input type="checkbox"/>
Perform tasks on time	<input type="checkbox"/>
Fulfil task, as he/she promised to	<input type="checkbox"/>
Comply with the rules, where it is necessary	<input type="checkbox"/>
Criticize the customers	<input type="checkbox"/>
Able to affect other people; to solve conflicts	<input type="checkbox"/>
Focus on customers	<input type="checkbox"/>
Ignore the rules, even if they are very important, for example, relating to health and safety issues	<input type="checkbox"/>
Get easily offended	<input type="checkbox"/>
Maintaining a positive and enthusiastic attitude, even when the situation is really difficult	<input type="checkbox"/>
Adapt to new conditions	<input type="checkbox"/>
Create problems	<input type="checkbox"/>
Wait for someone to tell what to do	<input type="checkbox"/>

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##### Results:

##### Task for mentor:

Below you will find explanation of the results: the table where 20 characteristics are spread into two sides of the table.

- The ones, that employers value the most when looking for employees - 10 of them.
- And the others - negative characteristics – another 10.
- So from that table you can see which answers are **correct** and which are not.
- Explain the results to the mentees.
- Ask mentees to sum up their correct answers.

##### The correct answers:

Employers are looking for people who are able to:	Employers are reluctant to people who:
Solve problems	Create problems
Work as a team leaders	Avoid responsibility
Show initiative	Wait for someone to tell what to do
Perform tasks on time	Delay in carrying out the tasks
Fulfil task, as he/she promised to	Give too many promises and too little result
Comply with the rules, where it is necessary	Ignore the rules, even if they are very important, for example, relating to health and safety issues
Able to affect other people; to solve conflicts	Get easily offended
Focus on customers	Criticize the customers
Maintaining a positive and enthusiastic attitude, even when the situation is really difficult	Groan and whimper
Adapt to new conditions	Says: "It's not my task to do it"