

INSTRUCTION FOR MENTOR

4. Theme “Successful job interview”

Exercise no. 8. Test “How to prepare for and behave during the job interview?”

Aim of the exercise

- To prepare for the interview by visualizing the possible scenario of the interview and analysing the main steps while preparing for the interview.

Description

This exercise will help mentee to understand how to prepare for a job interview: what they should know and think about before going to the interview, how to dress properly, what to say during the interview, etc.

The mentees will be able to present themselves properly during job interview for a possible employer.

Expected duration: 60 min.

Steps for performing the exercise:

1. Mentor introduces the theme and the exercise to the mentees.
2. Mentor explains the aim of the exercise and how the exercise should be done.
3. Mentor handles the handouts to the mentees.
4. Mentees perform an exercise individually.
5. Mentor explains the results of the exercise to the mentees: he/she explains which answers are correct or incorrect and why.
6. Each mentee comments her/his results.
7. Common discussion in the group is held on these questions:
 - In order to succeed in a job interview, you as a job seeker will need to behave in a way to create good impression for an employer. In what way could you do that?
 - How is recommended to behave and what behaviour would be a mistake during the job interview?
 - Would you like to share your experience about the successful job interview?

INSTRUCTION FOR MENTOR

4. Theme “Successful job interview”

Exercise no. 8. Test “How to prepare for and behave during the job interview?”

HANDOUTS FOR MENTEES

Task for mentee:

There are some questions and possible answers below. Please read each questions and the possible answers and decide which of the answers are correct.

Choose the correct answer (a, b or c, d, e, f, g, h). Mark your selection.

Some questions have more than one possible answer.

1. When do you have to come to the interview?
 - a. 10 minutes earlier
 - b. Exactly on time
 - c. Usually there's a line, so I can be late
2. Proper dressing for the interview:
 - a. Bright and sexy suit
 - b. Festive or fancy costume
 - c. Classic and neat suit
 - d. Casual clothes
3. What should you know before coming to interview? Choose 3 best answers
 - a. You have to know as much as possible about the company
 - b. You have to know company name and address
 - c. You have to know the exact position you are applying for
 - d. You have to know whom you are to see
 - e. You have to know all vacant positions in the company
 - f. You have to know the name of the person who called you for the interview
4. How to make a good first impression? Choose 3 best answers
 - a. The first impression is not so important as the interview itself
 - b. Try to show comfort in you
 - c. Smile, shake your hand confidently
 - d. Look to the employers eyes while shaking hand
 - e. Try to be happy and optimistic, make jokes
 - f. Be serious and mysterious. It will interest the employer
 - g. Have some extra bags with your files from other job

INSTRUCTION FOR MENTOR

4. Theme “Successful job interview”

Exercise no. 8. Test “How to prepare for and behave during the job interview?”

5. How to introduce yourself for the employer?
 - a. Hello, I am John Johnson. I’m here to apply for the ... position
 - b. Hi, I’m Jonas. Nice to meet you
 - c. Hello (Employer knows who I am and why I am here)
 - d. Hello, I am John Johnson. It took me so long to get here and find a place to park a car, and to find your company in this big and nice building, but I’m finally here.

 6. Mark the expressions that diminish yourself during the interview (multiple answers are possible):
 - a. forgot
 - b. could not find
 - c. oh, how spastic/spacey/stupid I am
 - d. oh, I remembered ... (interrupting the talker)
 - e. it is complicated...
 - f. I don’t know if I like it
 - g. My parents said that it was important...
 - h. My friends say that...

 7. What do you need to know leaving the interview? (one possible answer)
 - a. What are the conditions for the holiday
 - b. When and how will you know their decision
 - c. If you have enough information about the company
 - d. If you are accepted for the position
-

INSTRUCTION FOR MENTOR

4. Theme “Successful job interview”

Exercise no. 8. Test “How to prepare for and behave during the job interview?”

Results

Task for mentor:

Below you will find explanation of the results: which answers are correct and which are not, also the interpretation of the answers. Please explain the results to the mentees.

1. Answer

- a) Correct. You have to come earlier to avoid any unforeseen happenings, to find the place and not to be late, because being late shows that you do not care about the job. Remember that the interview starts as soon as you enter the building.
- b) Incorrect. You have to come earlier to avoid any unforeseen happenings, to find the place and not to be late. Remember that the interview starts as soon as you enter the building.
- c) Incorrect. Your being late shows that you do not care about the job. You have to come earlier in order to find the right place. Remember that the interview starts as soon as you enter the building.

2. Answer

- a) Incorrect. You have to avoid open and bright clothes. Remember that your clothes represent your attitude towards yourself and others.
- b) Incorrect. You have to look nice and neat, but avoid festive clothes.
- c) Correct. Up to date, classic and neat clothes mean that you care about your looking.
- d) This is not the expected answer. It depends on the position you are applying for, but classic, neat and more formal clothes fit better as your look shows your attitude towards the job.

3. Answer

- “a, c and d” – Correct. That is the best expected answer. Other possibilities are important, however they cover either not enough information or not necessary information.
- Other (b, e, f) answers - The best expected answers are “a, c, d”: Before coming to interview you have to know as much as possible about the company, the exact position you are applying for, and whom you are to see. It is important to know company name and address, but that is not enough – you should also know what does company do, any recent news related to the industry company is working at, etc. It is not necessary to know all vacant positions in the company. Usually the person calling you and asking to come to interview is a secretary, or just the person responsible for

INSTRUCTION FOR MENTOR

4. Theme “Successful job interview”

Exercise no. 8. Test “How to prepare for and behave during the job interview?”

contacting you. So you should better know the person’s name you are to see than a person who called you.

4. Answer

- “b, c and d” - Correct. That is the best expected answer. It is necessary to make a positive first impression by introducing yourself appropriately, shaking your hand confidently and, most important, proving the employer that you feel confident and positive
- Other (a, e, f, g) answers. - The best expected answers are “b, c and d”. The employer makes the first impression when she/he sees you for the first time. You won’t have a second chance to make a good first impression. So be reserved, confident, but do not overreact and do not take any unnecessary belongings. Introduce yourself appropriately, shaking your hand confidently and, most important, proving the employer that you feel confident and positive

5. Answer

- a) Correct. The best way to introduce yourself is to say your name and the position that you are applying for. Although your employer may know who you are and what position you are applying for, saying them while introducing yourself will make a better impression.
- b) This is not the best answer. Try to be more official. The best way to introduce yourself is to say your name and the position that you are applying for. Although your employer may know who you are and what position you are applying for, saying them while introducing yourself will make a better impression.
- c) and d) This is not the expected answer. The best way to introduce yourself is to say your name and the position that you are applying for. Although your employer may know who you are and what position you are applying for, saying them while introducing yourself will make a better impression. Don’t talk too much.

6. Answer

All the answers are correct and diminish you during the interview. Try to avoid them.

7. Answer

- a) This is not the expected answer. The issue of holiday discussion during interview shows that your priority is holiday and not the job or position.
- b) Correct. Leaving the interview you have to know if you will have to call them to find out their decision or they will let you know and when.
- c) and d) This is not the expected answer. You have to know if you will have to call them to find out their decision and when they will let you know that and when.