

## MODULE 3C

# LIFESKILLS SUPPORT GROUP

## HOW TO PUT YOUR BEST FOOT FORWARD

### COMMUNICATION INTERVIEWING

**GOAL:** This module allows each participant to role play an employer or potential employee who is being interviewed for a job. The wrong and right way to appear will be reviewed.

**OBJECTIVES:** Participants will be able to:

- identify appropriate interviewing skills
- express themselves with greater clarity
- prepare a list of questions for an interview
- be prepared to answer stock employer questions

**MATERIALS:** Handouts: The Job Interview, Interview Tips, The Mock Interview



## THE JOB INTERVIEW

Few things are as frightening as public speaking and rock climbing, but going to a job interview has to rank pretty high. There is no escaping some anxiety around these activities. In fact some anxiety is good in that we are energized and ready for the challenge while experiencing some discomfort.

In terms of job interviewing, there is one main thing that we can do to help minimize the pressure of performance anxiety. Nothing is more reassuring than knowing something about the job or position that one is applying to. It is even better, if we know the duties and salary range for the position. It is therefore important to do some background checking and perhaps speak to others who may know something about the position. Being forearmed with as much information as possible will help in the competitive job market.

## INTERVIEW TIPS

Things to do and not to do:

- Know something about the company
- Know exactly how to get there
- Be prepared to ask some questions
- Be prepared to answer tough questions
- Arrive at the interview on time
- Give a good handshake and smile
- Listen to the question and answer it only
- Do not answer in monosyllables
- If you can't answer a question be truthful
- Don't talk negative about your last employer
- Don't ask about money, vacation, benefits etc

## THE MOCK INTERVIEW

Select pairs of one interviewer and one interviewee and role play an actual job interview. Some pairs should display inappropriate attire and behavior with poor responses.

1. Have the group select the types of jobs they would most likely be interviewing for.
2. Have them volunteer for each role.
3. Give them time to come up with questions that pertain to the job duties, and some answers to typical questions.

### Interviewer Suggestions:

1. "Tell me about your work background?"
2. "I see a big gap between your employment periods, can you explain?"
3. "What interests you about this position?"
4. "What would you say are your strengths and weaknesses?"
5. "How well do you get along with others like supervisors, and peers?"
6. "Why should I consider you for this position?"
- 7.
- 8.
- 9.
- 10.
- 11.
- 12.
- 13.
- 14.
- 15.