



Transition Seminar Week 10



Job Interview



Thanks U.S. Department of Agriculture,
Weber State University & 21st Century Life
Skills

Graphic Designer



Graphic Artists...

State	Employment		Percent Change	Projected Annual Job Openings*
	2014	2024		
California	37,000	41,500	+12%	1,340

*Projected Annual Job Openings refers to the average annual job openings due to growth and net replacement.

... earn \$22.90 hourly, \$47,640 annually (www.Onet.org)

ATTENDANCE



JOB INTERVIEWS

Your interview starts before you
walk into an employer's door.



BE PREPARED, DRESS FOR SUCCESS...

For men

- Wear a suit, blue or gray, in conservative style. Blazer, slacks and shirt with collar but w/o tie are also acceptable.
- Shirts solid color; ties conservative. Eliminate earrings, flashy jewelry or strong after-shave.
- Conservative style hair, beard.
- Dress style shoes, polished and repaired.



BE PREPARED, DRESS FOR SUCCESS...

For ladies

- Wear a suit, skirt and tailored jacket, dress with sleeves, or dress with jacket in conservative style, color and fabric.
- Hair in conservative style; nails manicured, short to mid-length, clear or light color polish.
- Keep make-up and accessories to minimum; less is more.



In the chat

List 1 thing you shouldn't wear to a job interview.

You have 1 minute.

JED

BE PREPARED...



Understand your own...

1. Education
2. Experience, both paid and unpaid
3. Accomplishments and achievements
4. Skills and competencies
5. Community service
6. Clubs and organizations
7. Extra-Curricular activities
8. Work ethics
9. Values

BE PREPARED...



KNOW THE JOB !!!!

- Duties of the position
- Compensation
- Location
- Work schedules
- Benefits

BE PREPARED...



KNOW THE COMPANY !!!!

- Organization's name
- Private or public?
- What products or services
- Key management team

BE PREPARED...



KNOW THE COMPANY !!!!

- Visit the organization's website
- Search any recent news about the company

In the chat

List 3 things you can do to be prepared for a job interview.

You have 2 minutes.

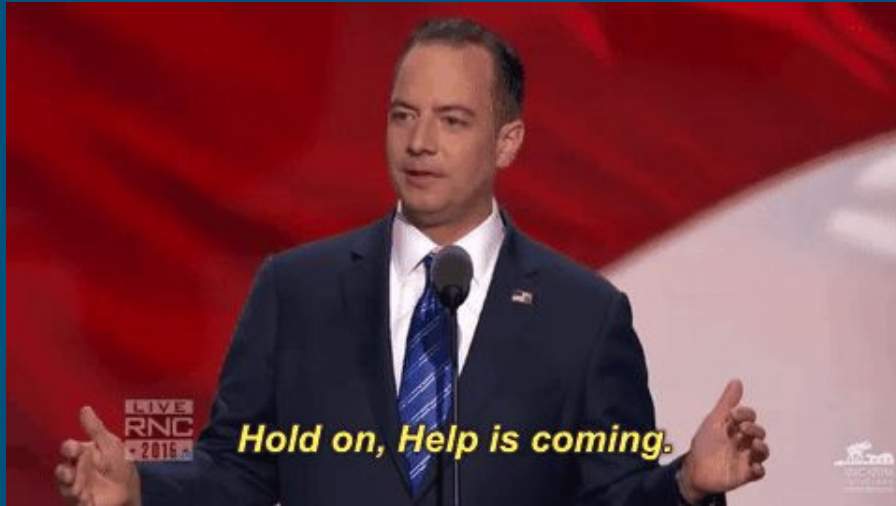


WHEN SPEAKING...



- Give yourself all the credit you deserve.
 - Be totally honest, but don't shortchange yourself by underestimating or minimizing your accomplishments.
 - Have a professional critique your resume.
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GENERAL TIPS



- Map your route to the interview site so you're not late.
 - Appropriate business attire is a must.
 - Refer to your achievements often before your interview date, so they're fresh in your mind.
 - Know your answers to probable questions before you walk in the door.
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MORE TIPS



- Practice, practice, practice your answers and your delivery. Ask others to critique you.
- The image you project and how you present yourself will be either a deal-maker or Deal-breaker.
- Think about questions you need to ask.
- Write them down to jog your memory.

- Always offer your hand; use a firm, but not crushing handshake.
- Use eye contact without staring.
- Sit relaxed, but do not slouch.
- Use hands naturally to emphasize a point; do not cover mouth, hold your head or twist hands.

BODY LANGUAGE



Deadly Interview Mistakes

Deadly Interview Mistakes



- Arrives late for the interview.
- Looks disheveled and inappropriately dressed.
- Slouches in his seat.
- Does not maintain good eye contact with interviewer.
- Assumes he will find out about the company in the interview. Asks interviewer "What do you do here?"
- Does not link what he can do with the needs of the employer.
- Brags about how great he is , but cites no evidence.

Deadly Interview Mistakes



- Responses have no clear focus, seem disorganized and rambling.
- Answers most questions with short “yes” and “no”.
- Appears desperate for a job – any job.
- Calls the interviewer by his first name repeatedly or uses the wrong name.
- Badmouths his former boss and the company.
- Gives memorized responses and forgets parts.
- Asks “How am I doing? Are you going to hire me?”

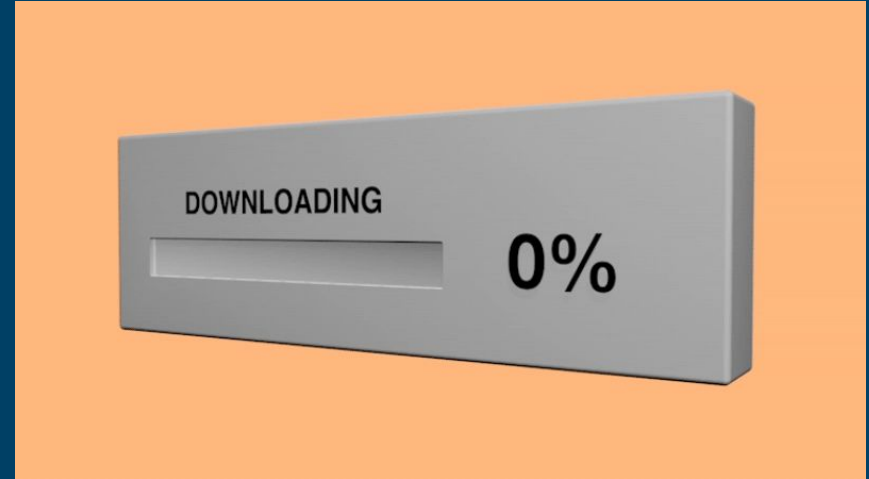
Ticket Out



1.

Go to the class website and
download today's lesson &
worksheet.

[https://metoyerteaches.wixsite.
com/transition](https://metoyerteaches.wixsite.com/transition)



2.

Complete the worksheet, save
and rename as follows:

Week 10_LAST NAME-A



3.

Make a video and answer one interview question from today's lesson and rename it as follows:

Week 10_LAST NAME-B



4.

Upload your worksheet and
video to the class website:

<https://metoyerteaches.wixsite.com/transition/submit-assignments-here>



Common Interview Questions

Tell me about yourself

Where do you see yourself in five years?

Why should we hire you?

Why do you want to work here?

What do you know about us?

How do people describe you?

What is your greatest strength/
greatest weakness?

When can you start?

How did you find this job?

Why do you want this job?

Why do you want to leave your
current job?

Why did you quit your last job?

Why were you fired?

Explain your gap in employment

Do you have any questions?

Have a good
week!

