

Name _____

Date _____

Interviewing and Being Interviewed

Assignment:

- You will conduct an interview with a classmate. Each of you will interview the other, and also be interviewed. Thus, you will go TWICE when we perform.
- You should each choose a job that you want to interview for. You CANNOT choose the same job.

When you INTERVIEW, follow these guidelines:

- Have an organized list of AT LEAST 10 questions.
- Be courteous and attentive and listen carefully to the interviewee's answers. DO NOT LAUGH OR GOOF OFF!
- Respond positively to the interviewee's answers. Be professional. *This is not an improv*, and you should not try to make the interviewee look bad! Remember that this same person will be interviewing you!

When you ARE INTERVIEWED, follow these guidelines:

- Be prepared to answer the 10 questions the interviewer asks. THAT MEANS YOU NEED TO REHEARSE! YOU CANNOT HAVE YOUR ANSWERS WRITTEN DOWN.
- Please follow the attached rubric to see how you will be graded. You will be graded on SIX CATEGORIES:

1. Questions and Answers
2. Professionalism and Politeness
3. Preparedness
4. Speaking Clearly
5. Posture and Eye Contact
6. Volume

GOOD EXAMPLE: A WalMart Manager interviewing a possible cashier

Q – Do you believe you are qualified to handle difficult employees?

A – Absolutely. When I worked at Wawa, I often encountered difficult customers. I usually try to deal with them by smiling and showing them that I am here to help.

Q – Do you feel comfortable working with people of all ages?

A – Yes. I believe that it is important to know how to work with lots of different people. I have learned many social skills while being in high school and I know that I will be able to use them at WalMart.

BAD EXAMPLE:

Q – How are you?

A – I'm fine.

Q – How old are you?

A – 18.

****You can receive 10 points extra credit if you dress professionally for the interview! ☺**