

What courses have you taken in high school?

a. I have successfully completed Keyboarding in which I learned how to type letters, envelopes, reports on an IBM computer.

b. I am currently enrolled in Food Preparation in which I am learning how to cut, prepare, and serve food.

TB: What courses or skills do I need for this position?

Tell me About Yourself!



What type of worker will you be?

a. I am a **hardworking** individual who likes to get the job done correctly.

b. I am also very **eager to learn**. I like to face new challenges.

TB: What type of person would you like to hire for this position?

What work experience do you have?

a. I am currently employed by Block Buster Video in Smithtown as a cashier. I have been there for 6 months. My duties include handling the cash register, credit cards, and returning the merchandise to the shelves.

TB: What type of work experience are you looking for?

**Do you have any questions?
3 D's**

1. When will you make a decision?
2. What is the dress code?
3. What is the rate of pay for this position?
(Dollars)

What are your future plans after high school?

a. After graduation I am considering going to local college to study business. Would I be able to keep this job while I attend college?

b. After graduation I am considering going to college off Long Island to study Math. Would I be able to help out the company during my breaks from school?



Tell me about yourself! Worksheet.

What courses have you taken in high school?

- a. I have successfully completed

- b. I am currently enrolled in

- c. I have also completed

TB: What courses or skills do I need for this position?

What type of worker will you be?

- a. I am a

- b. I am also

- c. I am a

TB: What type of person would you like to hire for this position?

What work experience do you have?

- a. I am currently employed by _____ in _____ as a _____. I have been there for ___ months. My duties include:

What are your future plans after high school?

- a. After graduation I am considering going to local college to study _____. Would I be able to keep this job while I attend college?

- b. After graduation I am considering going to college off Long Island to study _____. Would I be able to help out the company during my breaks from school?

- c. After graduation I would like to enter a full time position. Would this part-time job go into full-time?