



How are you today?

1



Did you have any trouble finding our office?

2



Tell me about yourself.

3



What courses have you taken in school that have prepared you for this job?

4



What type of employee will you be?

5



Why should I hire you?

6



Tell me about your work experience.

7



Tell me about your future plans after graduation.

8



Would you care to smoke or have something to drink?

9



Do you have any questions?

10

<p>No, I had good instructions from your secretary. Thank you. Even if you got lost several times, do not complain.</p> <p style="text-align: right;">2</p>	<p>I feel fine today. Thank you for asking. Even if you don't feel well, do not complain.</p> <p style="text-align: right;">1</p>
<p>I have successfully completed (name 3 courses) in which I have learned:</p> <ol style="list-style-type: none"> 1. 2. 3. <p><i>TB: What courses are you looking for?</i></p> <p style="text-align: right;">4</p>	<p>Remember your "arms & legs."</p> <p>Education/courses:</p> <p>Personality traits:</p> <p>Work Experience:</p> <p>Future Plans:</p> <p>Take your time and discuss each of the topics. Remember to sell yourself to the employer.</p> <p style="text-align: right;">3</p>
<p>I feel that I am a _____ Person. For example, in school (or at work) I:</p> <p><i>TB: What type of person are you looking for?</i></p> <p style="text-align: right;">6</p>	<p>I feel that I am a _____ Person. For example, in school (or at work) I:</p> <p><i>TB: What type of person are you looking for?</i></p> <p style="text-align: right;">5</p>
<p>After graduation, I am considering:</p> <ol style="list-style-type: none"> 1. Attending local college to study _____ 2. Attending college upstate to study _____ 3. Entering the work world full time. 4. Enter the armed services. <p><i>Do not lie about your future plans. It will only hurt you in the end.</i></p> <p style="text-align: right;">8</p>	<p>Currently I am employed at:</p> <p>Name of company: _____</p> <p>As a (job title) _____</p> <p>The company is located in _____</p> <p>I have been employed for the past _____ months and my duties include: (list 3).</p> <p><i>TB: What type of experience are you looking for?</i></p> <p style="text-align: right;">7</p>
<p>Remember the 3 D's.</p> <ol style="list-style-type: none"> 1. What is the dress code? 2. When will you make a decision? 3. What is the rate of pay for this position? <p><i>Never ask for the salary as the first question. Don't ask about benefits, vacation or sick leave until after the job is offered to you.</i></p> <p style="text-align: right;">10</p>	<p>No thank you. Most companies today hire only non-smokers. Do not smoke or take the chance of spilling a drink on yourself.</p> <p style="text-align: right;">9</p>



Why do you want to work as a
.....?

11



Why do you want to work for us?

12



Who told you about this position?

13



How did you learn about us?

14



How many other companies have
you approached?

15



What computer software
can you use?

16



How were your grades in school?

17



Why do you want to leave
your current job?

18



How did you obtain your most recent
job?

19



Are you planning to give notice to
your current employer about your
plans to change jobs?

20

<p>I want to work for your company because I am interested in the product you manufacture. I am also aware of your company's fine reputation.</p> <p style="text-align: right;">12</p>	<p>I want to work as an office assistant because I like to type, answer the phones and perform other clerical duties. Be ready to state that you like to perform the duties of that specific job.</p> <p style="text-align: right;">11</p>
<p>I learned about your company from Mrs. Gubing, my Career Jump Start Coordinator. I am interested in your firm because I want to obtain experience in this career field.</p> <p><i>TB: Can you tell me about a typical career path in this field.</i></p> <p style="text-align: right;">14</p>	<p>I was referred to your company by Mrs. Gubing of Smithtown High School. I am enrolled in the Career Jump Start Program.</p> <p style="text-align: right;">13</p>
<p>I can operate an IBM compatible computer utilizing Windows 98 and the Microsoft Office suite products such as Word, Excel, Publisher, and Access.</p> <p><i>TB: What type of computer knowledge are you for?</i></p> <p style="text-align: right;">16</p>	<p>I am interviewing at several companies. I am very interested in the opportunity you have just described to me.</p> <p><i>TB: Can you tell me about a typical career path in this field.</i></p> <p style="text-align: right;">15</p>
<p>I want to leave my current position because I am ready for more responsibility and challenges.</p> <p><i>Show desire for advancement or career change.</i></p> <p style="text-align: right;">18</p>	<p>My current grade point average is _____. I have made the honor roll several times and I possess a Renaissance Card for academic improvement.</p> <p><i>Be modest and show your academic achievement.</i></p> <p style="text-align: right;">17</p>
<p>YES, of course. I would need to discuss my desire to leave with my supervisor. He may wish for me to give a one or two week notice.</p> <p><i>Show respect to your current employer.</i></p> <p style="text-align: right;">20</p>	<p>I obtain my current job by my own initiative.</p> <p><i>Don't state that someone got the job for you.</i></p> <p style="text-align: right;">19</p>