Career & College Readiness Lesson Plans

In the Interview Hot Seat

# 21st Century Skills

### Grade Level 12

## Student Handouts

1. Speed Interview Questions
2. Vocabulary
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Vocabulary

**Applicant:** a person who makes a formal application for something, typically a job.

**Effective listening skills:** the ability to understand information provided by the speaker.

**Interview:** a meeting of people, especially for consultation; a formal meeting in which one or more people question, consult, or evaluate another person.

**Jargon:** the specialized language of a trade, profession, or similar group, that outsiders find difficult to understand.

**Career Vision Statement:** a set of career goals that a job-seeker sets for the long-term, typically five years or more.

**Compensation Package:** the combination of salary and fringe benefits an employer offer to an employee.

**On-the-spot Interview:** an interview that happens right away, when you apply for a job. On-the-spot interviews are common in retain and fast-food industries.

**Speed Interview:** a series of mini-interviews, each with a different interviewer. When one interview ends, you go to the next.

**Telephone Interview:** a potential employer calls to interview you. The employer may or may not schedule a time to call.

**Video Interview:** an interview that may be live or recorded. A live interview is talking real-time with an interviewer. A recorded interview is to record yourself answering a set of questions then sending your recording to the employer.

**Qualities:** distinctive attributes or characteristics possessed by someone or something.

Common Interview Questions Worksheet

Name\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

1. Tell us about yourself.
2. Why are you leaving your current job?
3. What particular skills or experiences make you the best match for this position?
4. What are three attributes you value most in another person?
5. Where does this position fall along your career path?
6. If you woke up and had 2,000 unread emails and could only answer 300 of them, how would you choose which ones to answer?
7. What areas of training would your past supervisor say you would benefit from the most?
8. After learning about this opportunity, what made you take the next step and apply for the job?
9. Tell us about a problem you had and how you solved it.

Common Interview Questions Sample Responses

1. *Tell us about yourself.*
   * I’m originally from O‘ahu where I graduated from Kapiolani Community College. I came to the mainland for school and stayed because there are more opportunities here than at home. It’s been a culture shock coming here but it’s been worth it. I’ve been able to further my career and still go surfing.
2. *Why are you leaving your current job?*
   * I’m looking for a new challenge, or
   * I want to change my career path, or
   * the company is closing.
3. *What particular skills or experiences make you the best match for this position?*

* I am very dedicated to my work and have a reputation for going beyond expectations. For example, when I worked at Windward Community College, each semester, I would go in on a Saturday to go to the bookstore and pick up our professors’ desk copies. They were thrilled because they didn’t have to deal with the hassle of going to the bookstore.

Another time, I returned early from vacation to take care of an urgent personnel issue. I think my dedication and creativity makes me a good match for this position.

1. *What are three attributes you value most in another person?* 
   * Integrity
   * Enthusiasm
   * Skill
2. *Where does this position fall along your career path?*
   * + This position is actually my first full-time step into my career field. It’s perfect to build my existing skills, learn new ones, and gain the knowledge I need to continue my career development.
3. *If you woke up and had 2,000 unread emails and could only answer 300 of them, how would you choose which ones to answer?*
   * My email filters sort my incoming emails into folders and my most important folders are at the top of my folders list. I would go through those first.
4. *What areas of training would your past supervisor say you would benefit from the most?*
   * My supervisor thought a project management certificate would be beneficial for me. I agree and I’m hoping to start a program soon. I’ve dabbled with the MS Project Management software but I think I will benefit from formal classes. This would be a valuable skill to add to my skill set.
5. *After learning about this opportunity, what made you take the next step and apply for the job?*

* As I said earlier, this is the perfect position to begin my career. This company uses the tools of the trade and can expand my knowledge and skills. I think I can do a great job in this position.

1. *Tell us about a problem you had and how you solved it.*
   * I had one job where the morale was awful. We worked in a windowless room with dirty white walls and poor ventilation. It was like working in a dungeon. I can’t work in that kind of environment so I did something about it. I brought in large pieces of art to put on the walls, started a regular “get out of the building” walk, and had potlucks once a month. We were all a little happier and it no longer felt like a dungeon.

Legal vs. Illegal Interview Questions

|  |  |  |
| --- | --- | --- |
| **INQUIRY AREA** | **LEGAL QUESTIONS** | **ILLEGAL QUESTIONS** |
| **National Origin/ Citizenship** | Are you authorized to work in the United States?  What language do you read/speak/write fluently? (This question is okay only if this ability is relevant to the performance of the job.) | Are you a US citizen?  Where were you/your parents born?  What is your "native tongue"? |
| **Age** | Are you over the age of 18? | How old are you?  When did you graduate?  What's your birth date? |
| **Marital/ Family Status** | Would you be willing to relocate if necessary?  Would you be able and willing to travel as needed for the job?  Would you be able and willing to work overtime as necessary?  (These questions are okay assuming they are asked of all job applicants.) | What's your marital status?  With whom do you live?  Do you plan to have a family? When?  How many children do you have?  What are your child-care arrangements? |
| **Affiliations** | List any professional or trade groups or other organizations that you belong to that you consider relevant to your ability to perform this job. | What clubs or social organizations do you belong to? |
| **Personal** | Are you able to lift a 50-pound weight and carry it 100 yards, as this is part of the job? | How tall are you? How much do you weigh? (Questions about height and weight are not acceptable *unless* minimum standards are essential for safe performance of the job.) |

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| --- | --- | --- |
| **INQUIRY AREA** | **LEGAL QUESTIONS** | **ILLEGAL QUESTIONS** |
| **Disabilities** | Are you able to perform all the essential functions of the job? (This question is okay if the interviewer has thoroughly described the job.)  Can you demonstrate how you would perform the following job-related functions?  As part of the hiring process, after a job offer has been made, you will be required to undergo a medical exam. (Exam results must be kept strictly confidential, except medical/safety personnel may be informed if emergency medical treatment is required, and supervisors may be informed about necessary job accommodations, based on exam results.) | Do you have any disabilities?  Please complete the following medical history.  Have you had any recent or past illnesses or operations? If yes, list them and give dates when these occurred.  What was the date of your last physical exam?  How's your family's health?  When did you lose your eyesight? How? |
| **Arrest Record** | Have you ever been convicted of \_\_\_\_\_\_\_\_\_? (The crime named should be reasonably related to the performance of the job.) | Have you ever been arrested? |
| **Military** | In what branch of the armed services did you serve?  What type of training or education did you receive in the military? | If you've been in the military, were you honorably discharged? |

**1**Source: Understanding Illegal vs. Legal Interview Questions, Career Services Center, University of Delaware. Note: This document is no longer available online.

Lesson Resources

[In the Interview Hot Seat Start-Up Video](https://youtu.be/xWGXw9pnON4) [0:59]

https://youtu.be/xWGXw9pnON4

[Getting a Job](https://www.calcareercenter.org/Home/Content?categoryID=168)

https://www.calcareercenter.org/Home/Content?categoryID=168

[Preparing for Your Interview](https://www.calcareercenter.org/Home/Content?contentID=135), California Career Center

https://www.calcareercenter.org/Home/Content?contentID=135

[The Interview](https://www.calcareercenter.org/Home/Content?contentID=136), California Career Center

https://www.calcareercenter.org/Home/Content?contentID=136

[Illegal Interview Questions](https://www.calcareercenter.org/Home/Content?contentID=137), California Career Center

https://www.calcareercenter.org/Home/Content?contentID=137

Speed Interview Questions

**Required (to complete the assignment)**

*8. After learning about this opportunity, what made you take the next step and apply for the job?*

*9. Tell us about a problem you had and how you solved it.*

*6. If you had 2,000 unread emails and could only answer 300 of them, how would you choose which ones to answer?*

*4. What are three attributes you value most in another person?*

*5. Where does this position fall along your career path?*

*7. What areas of training would your past supervisor say you would benefit from the most?*

1. *Tell us about yourself.*

*2. Why are you leaving your current job?*

*3. What particular skills or experiences make you the best match for this position?*

**Optional**

1. Tell me about a time when you disagreed with a co-worker or manager, and how you resolved it.

B) What’s Important to you in a job?

C) What is your relationship with your current boss like?

D) Give an example of when you were able to contribute to a team project.

E) How do others describe you?

F) If you were hired, what talents could you contribute to the company?

G) How would you describe yourself?

H) What makes you unique?

1. What motivates you?

J) What’s your dream job?

K) What should I know that’s not on your resume?

L) Sell me this pen.

R) What is your favorite website?

Q) What three skills or traits do you wish you had?

P) What are you passionate about?

O) 17. If you were an animal, which one would you want to be?

N) Tell me about a time you made a mistake.

M) How do you keep yourself motivated and engaged when working from home?

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