



Okanagan
Similkameen
SD53

School District 53
Work Experience Program

Job Interview Assignment

It's important for teen job seekers to prepare for a job interview. One good way to do that is to review the typical interview questions you will most likely be asked. This assignment is designed to help you improve your interview skills.

In pairs of two, sit down in a quiet setting and imagine you are in an interview. One of you will be the interviewer and one will be the interviewee. The interviewer will start by asking each question of the interviewee while writing down their responses. Please switch roles after all 10 questions are complete.

Once the interviews are complete, you will work individually at reviewing the "Suggested Answer Sheets" and comparing your answers with the suggested ones. Please take a moment to reflect and decide on how you would improve upon your original answer and write it down on the space provided.

This assignment is worth 10 marks.

1. Why are you looking for a job?

Amended answer

2. Why do you want to work here?

Amended answer

3. Why should we hire you?

Amended answer

4. Tell me about a major problem you recently had and how handled it?

Amended answer

5. How has school prepared you for working at our company?

Amended answer

6. How would you describe your ability to work as a team member?

Amended answer

7. What are your salary expectations?

Amended answer

8. What has been your most rewarding accomplishment?

Amended answer

9. Have you ever had difficulty with a supervisor or teacher?

Amended answer

10. What do you think it takes to be successful in this position?

Amended answer

This completed assignment will be a great tool for you to review and use before any job interview you attend.

Job Interview Assignment

SUGGESTED ANSWER SHEETS

1. Why are you looking for a job?

- a. I would like to work so that I can earn my own spending money. I appreciate my parent's help, but I'd like to be able to financially contribute to the activities that I am participating in at school.
- b. Ever since I could remember, I have looked forward to the day I was old enough to get a job. I am now a mature and responsible young adult and am eager to earn money so I can save for my future.
- c. Since I will be a senior in high school in September, I am starting to save for the books, supplies, tuition and extra spending money I will need for college.
- d. I am looking for a job because I am trying to gain experience and acquire new skills sets so that I can grow both personally and professionally.

2. Why do you want to work here?

- a. I would love to work for your company because I have a passion for clothing and design and I plan to study fashion merchandising in college. I try to keep myself up to date with the latest styles and trends, and I feel working for you would enable me to put my passion to good use. I also cannot wait to gain the real world experience I will get from working in your shop.
- b. The fact that your company works directly with children is the number one reason I am interested in working with your company. I love spending time with kids and I think kids enjoy spending time with me. Working in your after school program would be rewarding and a lot of fun!
- c. I am interested in working for your company because I am a customer of your store. As a customer, I've gotten to know your company well and appreciate your products and the environment that you've created here in your store. It's important for me to work some place that I admire, and I know that I would be proud to work here.

3. Why should we hire you?

- a. I appreciate the investment your company is preparing to make in me, and I look forward to learning what your company can teach me, and how I can make an impact. My achievements in school and my after-school activities show that I am responsible, trust-worthy, and a quick learner. I know that I can put these skills to good use working for you at your company.
- b. The investment your company will be making in me will not be going to waste. I am already familiar with this market and feel training will not take the amount of time anticipated. I am ready to start as soon as you need me and I look forward to working with a team who shares the same goal as me.
- c. I am eager to be one of your best employees and I hope to work for you for a long period of time. The experience I will gain here is invaluable and once the summer is over, I hope we can arrange a schedule that allows me to continue working throughout the school year.

4. Tell me about a major problem you recently had and how you handled it?

- a. Last month, our basement flooded, and my Science and English notebooks were destroyed. I sent an email to my classmates, asking if I could borrow their notebooks during lunch so that I could recreate my notebooks that were destroyed. It only took a week to have two notebooks that were probably better than the ones that were destroyed.
- b. I recently had a school project in which some of my group members did not fulfill their responsibilities. To resolve the issue, the other group members and I split the remaining work and accomplishing the task at hand.
- c. My Creative Writing Club was going to visit the elementary school to read to the children and I also had a tight deadline for an interview assignment for the school newspaper. So, I decided to write my article about the elementary school principal who used to work in the Parliament Buildings and conducted the interview when I was there with my Creative Writing Club.

5. How has school prepared you for working at our company?

- a. At school, I have to meet daily deadlines, set goals for myself in a variety of subjects and activities, and accomplish them. I believe these experiences will translate to the workplace and will prepare me to excel at your company. At school, I also work with my peers and teachers everyday so I know how to work in teams and with a manager.
- b. I understand the importance of being on time and working within specific blocks of time. One of the most useful skills I gained from my school experience, was learning how to plan, execute, and complete quality work within the time period given. I feel my strong time management skills have prepared me for the position you are looking fill.
- c. I have taken a number of computer skills classes in school. I learned many different ways to utilize the technology the computer has to offer. I am proficient in Microsoft Office software, I am comfortable with doing in depth research using the Internet, and I have become familiar with many different types of graphic design software. All these computer skills have prepared me to work for your company.

6. How would you describe your ability to work as a team member?

- a. I have had many experiences working in a team as a member of my high school athletic program. As a member of my sports team, I understand what it means to be a part of something larger than yourself and how to work with a group to accomplish a shared goal.
- b. As captain of the debate team, I acquired many different team building skills. I learned how critical it is to make every member of the team feel important, included, and motivated to be the best team we could possibly be.
- c. I learned more than I ever expected to when I joined my school's soccer team. As a team, we did things beyond the playing fields like fund raising and volunteer work. It was amazing what we were able to accomplish, as a team, both on and off the field.

7. What are your salary expectations?

- a. I know that minimum wage is a common base for many hourly positions. If I could be guaranteed a permanent part-time position, I could manage comfortably with that wage.
- b. I did not have any salary expectations when I applied for this job because the job will not only provide a pay check, it will also give me experience in a field I hope to continue to pursue and learn more about.
- c. At my last job, I earned \$14 an hour. I was hoping to earn something in that same area as I am a hardworking, dedicated employee who will be making a positive contribution to your company.

8. What has been your most rewarding accomplishment?

- a. I am very proud of my high school athletic team's recent league championship. While I was able to accomplish many of my personal goals and set new school records, it was having the whole team come together to win the championship.
- b. My most recent rewarding accomplishment was having my poetry published in a book and having the opportunity to read it out loud to the patrons of the bookstore.
- c. I decided last year I wanted to run a half marathon. With very little running experience, I began my training and became very dedicated to my goal. I am proud to say I completed my half marathon last month and now I am working towards a full marathon.

9. Have you ever had difficulty with a supervisor or teacher?

- a. I have never had difficulty with a supervisor or instructor. I've had instructors that I've gotten along with better because of personalities, but I've learned that even when I don't always fully get along with an instructor there is enough in common that I can accomplish what I have to do.
- b. I did have an experience where I thought my new supervisor was unhappy with me. So I made a point to arrive early one day so I could talk to her in private. It turned out, she was not unhappy with me at all and she apologized if she came across that way.
- c. While volunteering at an animal shelter, I noticed my supervisor's actions were endangering the lives of some of the animals. I wrote an email to the shelter director, explaining what I witnessed. A few days later I received an email back from the director, thanking me for bringing the matter to their attention. It turns out they caught the supervisor's actions on tape and let him go.

10. What do you think it takes to be successful in this position?

- a. I think like, in most jobs, to succeed in this position I'll have to be hardworking, responsible, trustworthy, and a good team member.
- b. I feel it is important to believe what I am doing is meaningful and that I can make a difference. Keeping these two things in mind only motivates me to work harder.
- c. When working with children, it is important to always make them feel like they are special. To be successful in this position, I will be energetic, creative, and understanding of the various needs of the all the children.