

6



ACA

PRE-EMPLOYMENT  
TRAINING

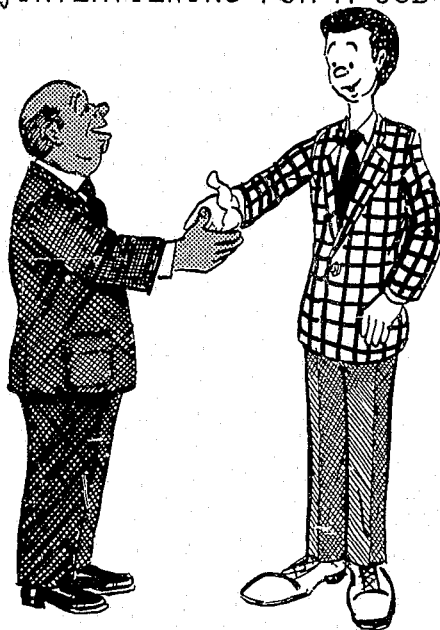
CURRICULUM  
PACKAGE

63915

INTERVIEWING FOR A JOB

✓  
✓ ACA  
✓ COMPREHENSIVE WORK  
ENTRY PROGRAM

UNIT 6  
✓ INTERVIEWING FOR A JOB



DO NOT WRITE IN THIS BOOKLET!

NCJRS  
DEC 27 1979  
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This project was supported by Grant No. 73-ED-99-0038 awarded by the Law Enforcement Assistance Administration, United States Department of Justice. Points of view or opinions stated in this publication are those of the American Correctional Association and do not necessarily represent the official position of the United States Department of Justice.

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UNIT GOALS

After completing this unit, you will be able to:

Use the job interview to get yourself a job

Get ready for the interview

Get information about the company

Find out what the company does

Find out if you can get any literature about the company

Find out what kinds of jobs the company has open

Call the company's personnel office

Get information about the job you are applying for

Find out the title of the position

Find out what qualifications you need

Find out if you can get a job description

Identify your own skills and relate them to the job's qualifications

List all of your own past job experiences

Identify the skills used in each job experience

Make a list of all your skills and experiences

Match up your job experiences and skills to the qualifications you need for the job you are applying for

Decide which of your experiences relates to the job's qualifications

Make a list of questions for you to ask during the interview

Find out how much you will be paid

Find out what hours you will have to work

Find out where you will work

Find out what benefits you will get

Find out what your duties will be

Find out what chance you will have to get promoted

Find out if you will get any type of training

Choose clothes and grooming which will make a good impression on the employer

Decide what kind of clothes you should wear

Decide whether you should get a haircut

Keep your beard, moustache and side burns trimmed neatly

Make a good impression in the interview

Report for the interview on time

Make the interviewer feel at ease

Watch body language

Keep voice in a moderate, pleasant tone

Cross legs and arms loosely and comfortably

Avoid slouching in chairs

Answer questions in complete sentences  
Avoid anything offensive or distracting  
    Avoid wearing sunglasses  
    Avoid unpleasant body odor  
    Avoid chewing gum  
    Avoid smoking

Answer negative questions about your background positively and with confidence

Present skills and abilities in a positive way

Use the following "positive" words in talking about yourself:

dependable	trained	punctual	honest
skilled	settled	experienced	stable
educated	courteous	competent	mature

Use information you prepared about your skills and experience during the interview

Show an interest in the company

Use information you prepared about the company during the interview

Get feedback from interviewer

Ask the questions you prepared

Ask how and when you will find out whether you got the job

## DIRECTIONS

Before you begin this unit, complete the test items on the Unit Test. Use a blank sheet of paper to write down your answers, or an answer sheet provided by your instructor. DO NOT WRITE IN THIS BOOKLET! When you have finished, check your answers using the Unit Test Key which you will find in the back of the booklet. Count the number of items you answered wrong and mark your score on your answer sheet (for example, -6). After you have finished reading the text, take the Unit Test again. When you have finished, check your answers using the Unit Test Key. Count the number of items you answered wrong and mark your score on your answer sheet (for example, -1). By comparing the two scores, you can see how much you have learned.

In the unit you will find review questions to check your progress. Answer the review questions on a separate sheet of paper. Then, check your answers using the Review Question Key. You will find the answers printed upside down. If you answer any of the questions wrong, read over the section right before the questions. If you answer all of them right, keep reading.

At the back of the booklet, you will find a list of words and their meanings. If you come across a word you do not understand, look it up in the word list. Words which appear in the list are underlined in the text.

## Unit Test

For each of the following test items, circle on your response sheet the letter which most correctly completes the statement. DO NOT WRITE IN THIS BOOKLET!

1. In order to get information about the company you should find out:
  - a. what the company does
  - b. if you can get any literature about the company
  - c. both a and b
  - d. neither a nor b
  
2. In order to find out what types of jobs the company has open you should:
  - a. call the company's personnel office
  - b. read the newspaper
  - c. both a and b
  - d. neither a nor b
  
3. In order to get information about the job you are applying for you should find out:
  - a. the title of the position
  - b. what qualifications you need
  - c. if you can get a job description
  - d. all of the above
  
4. In order to identify your own skills and relate them to the job's qualifications you should:
  - a. list all of your own past job experiences
  - b. identify the skills used in each job experience
  - c. match up your job experiences and skills to the qualifications you need for the job you are applying for
  - d. all of the above

On your response sheet, write the letter from Column II which best matches the questions to be prepared for the job interview in Column I.

- | <u>Column I</u>        | <u>Column II</u>         |
|------------------------|--------------------------|
| 5. Pay                 | a. Promote from within   |
| 6. Hours               | b. Bonding required      |
| 7. Where you will work | c. Health insurance      |
| 8. Benefits            | d. Every two weeks       |
| 9. Duties              | e. Tuition paid for      |
| 10. Promotion          | f. Company growth        |
| 11. Training           | g. Night shifts included |
|                        | h. Car needed            |

12. In order to choose clothes and grooming which will make a good impression on the employer you should:
- decide what kind of clothes you should wear*
  - decide whether you should get a haircut*
  - keep your beard, moustache and side burns trimmed neatly*
  - all of the above*
13. In order to make a good impression in the interview you should:
- call the interviewer by first name*
  - report for the interview on time*
  - take notes during the interview*
  - speak only when spoken to*
  - a, c and d only*
14. In watching body language you should:
- keep your voice in a pleasant tone*
  - cross arms and legs loosely and comfortably*
  - avoid slouching in your chair*
  - all of the above*
15. In making the interviewer feel at ease, you should answer questions:
- in phrases*
  - in a humorous way*
  - only when asked*
  - in complete sentences*
16. Things which are offensive or distracting include:
- wearing sunglasses*
  - smoking*
  - chewing gum*
  - unpleasant body odor*
  - all of the above*
17. When asked negative questions about your background you should:
- change the subject*
  - avoid answering*
  - answer positively and with confidence*
  - all of the above*



18. From the following list of words, write on your response sheet the letter of the word which might not say what you mean in talking about yourself and therefore should not be used.

- |                      |                     |
|----------------------|---------------------|
| a. <i>competent</i>  | e. <i>stable</i>    |
| b. <i>punctual</i>   | f. <i>courteous</i> |
| c. <i>aggressive</i> | g. <i>mature</i>    |
| d. <i>dependable</i> |                     |

19. In order to present your skills and abilities in a positive way you should:

- a. *use positive words in talking about yourself*
- b. *use the information you prepared about your skills and abilities*
- c. *both a and b*
- d. *neither a nor b*

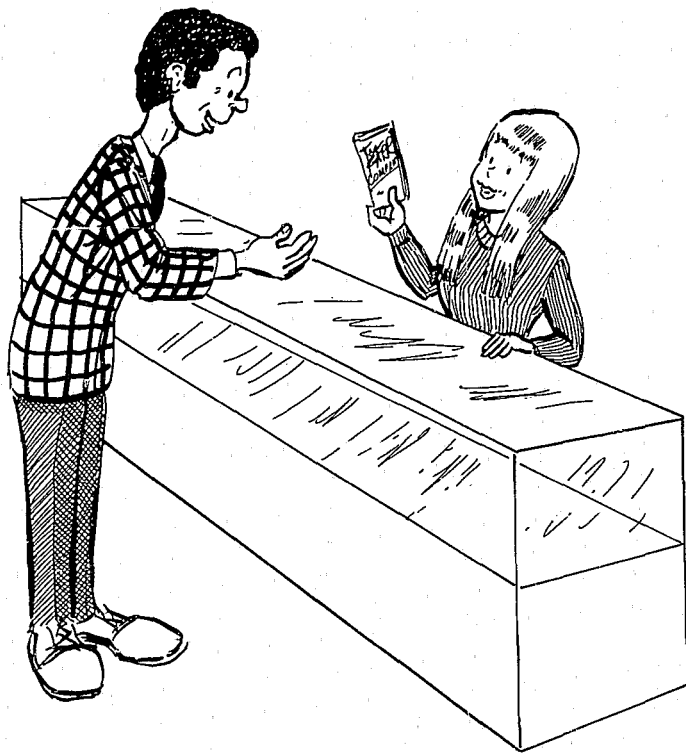
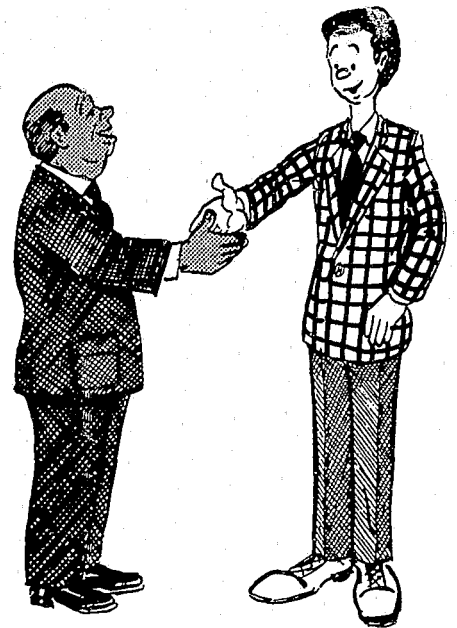
20. Showing an interest in the company means:

- a. *using the information you prepared about the company*
- b. *showing the interviewer that you have "done your homework"*
- c. *both a and b*
- d. *neither a nor b*

21. You can get feedback from the interviewer by:

- a. *asking the questions you prepared*
- b. *asking how and where you will find out whether you got the job*
- c. *both a and b*
- d. *neither a nor b*

The job interview is the most important step in your search for a job. When you walk into an employer's office, you should be ready to sell yourself. A lot of the work has to be done BEFORE you walk into the office.



To get ready for the interview, get as much information as you can about the company. Find out what the company does and who its customers are. Find out if you can get any literature about the company and read it before the interview.

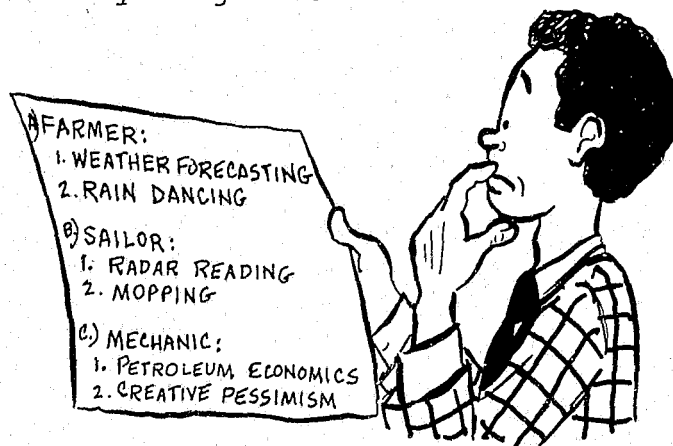
Try to find out what kinds of jobs the company has open. You can usually do this by calling the company's personnel office. If the company does not have a personnel office, ask to speak to the person who is in charge of personnel (hiring).



Get as much information as you can about the job you are applying for. Find out the title (name) of the position and what qualifications you need. If you can get a job description, you will have all the information you need so ask if one is available.



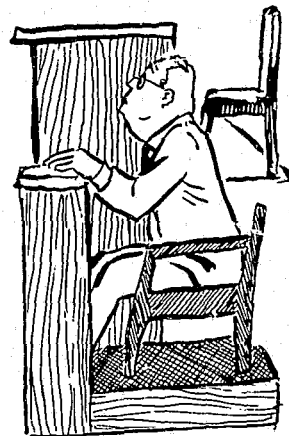
Your next step is to look at your own skills. Simply list all of your past job experiences. Then, try to pick out all the skills used in each job experience. (For example, if you were a gas station attendant, you might have assisted in arranging displays or in taking inventories and making daily reports.) Be sure to list all of your skills and experiences. Do not leave anything out.



The last step is to match up your experiences and skills to the qualifications you need for the job you are applying for. Try to decide which of your job experiences relate directly to the job's qualifications.



Now you are ready to make a list of questions for you to ask the employer during the interview. You will want to ask about the pay. Will you be paid every two weeks -- once a week? How much will you get paid? And what about the hours -- will you have to work a night shift? Where will you work -- will you need a car to get to your new job?

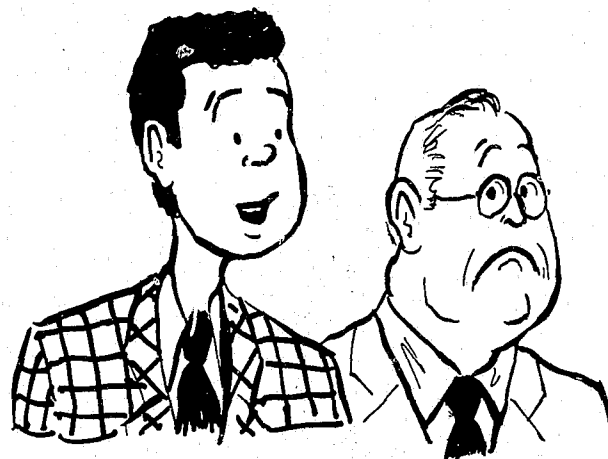


You will also need to ask questions about benefits. Will you get life and health insurance? Find out also what your specific duties will be. For example, if your duties require that you be bonded, you have to know so that you can apply for bonding. (The federal government has a bonding program for ex-offenders who cannot get bonded any place else.)

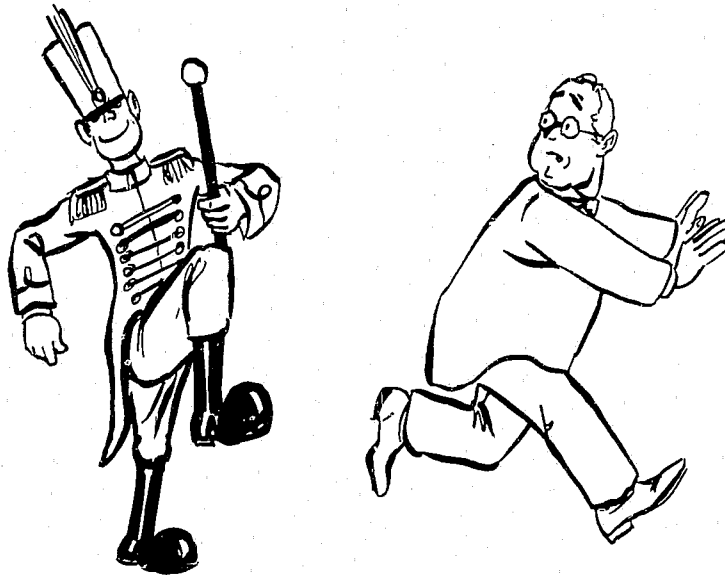


Finally, ask about your chances for promotion, (some companies, for example, have a policy of promoting people from within whenever possible), and training. Many companies are willing to pay for you to go to school.

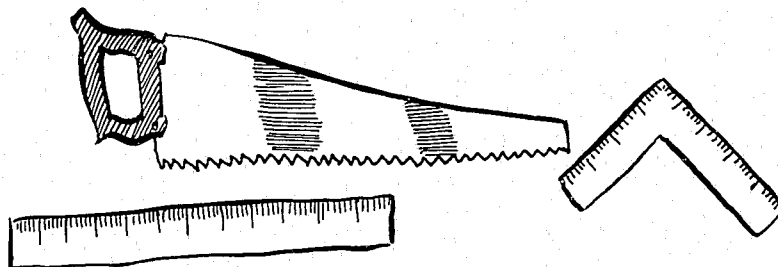
Asking these questions will not only give you information you should have, but will also show the employer that you know how to use your head and to think for yourself.



The last step in getting ready for the interview is to choose clothes and grooming which will make a good impression on the employer. Decide what kind of clothes you should wear. (Sometimes the style of clothes which happens to be "in" or fashionable can hurt your chances of getting the job.)



Decide whether you should get a haircut, and be sure to keep your beard, moustache and side burns trimmed neatly.



Check your progress by answering the following review question.

DIRECTIONS:

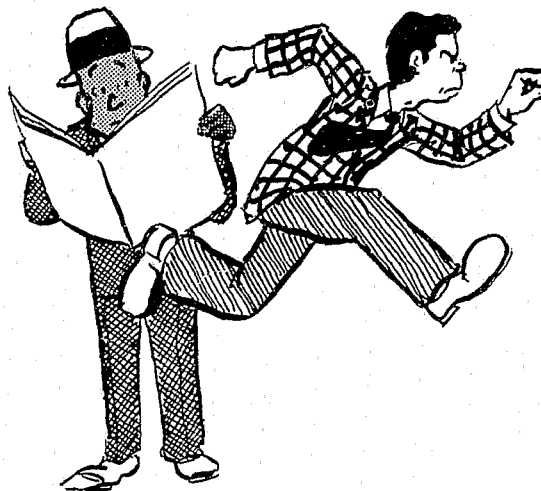
Place a check mark (✓) to the left of those actions listed below which help you get ready for the interview. USE YOUR RESPONSE SHEET!

- 1. Make a list of questions
- 2. Get information about the position
- 3. Choose clothes and grooming
- 4. Show up on time
- 5. Identify personal skills
- 6. Take notes during interview

Check your answers by using the key below. If you get all the answers right, keep reading. If you get any wrong, go back over what you have already read.

1 2 3 5  
Review Question Key

Now you're ready for the interview. In order to make a good impression, report for the interview on time. Try to get there at least fifteen minutes ahead of time.



How should you act during the interview? The first thing to remember is that the person interviewing you is a human being just like yourself. Make him/her feel at ease.





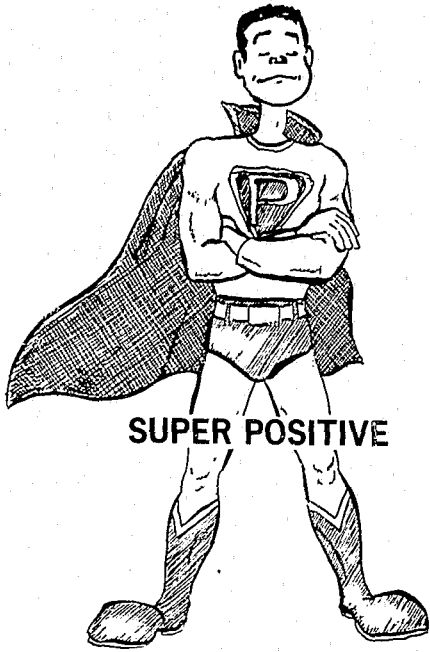
Watch your body language. For example, keep your voice in a pleasant tone. If you cross your arms and legs, do so loosely and comfortably. Avoid slouching in your chair.



Still other ways of making the interviewer feel at ease are: Answer questions in complete sentences, not in phrases or in slang.

Avoid anything offensive or distracting like wearing sunglasses, chewing gum, or smoking. Although you might feel that some of these things are part of your personality, they might stand in your way of getting the job.





If the employer asks questions about your record, DO NOT PANIC! Answer negative questions about your background positively and with confidence: "Yes, I made a few mistakes, but that's all behind me now." Then, go back to talking about what you can do for the employer with your skills and abilities.

Do not get angry, just keep talking about your strengths. Do not apologize or try to explain away what you did in the past. Let the employer know that your future and your skills are important.



Check your progress by answering the following review question.

DIRECTIONS:

Place a check mark (✓) to the left of those actions listed below which help to make a good impression in the interview. USE YOUR RESPONSE SHEET!

1. Report on time
2. Get feedback
3. Make interviewer feel at ease
4. Answer negative questions about background positively and with confidence
5. Get information about the position being applied for

Check your answers by using the key below. If you get all the answers right, keep reading. If you get any wrong, go back over what you have already read.

1 3 4

Review Question Key

Use "positive" words in talking about yourself. (Words like "aggressive" may be taken negatively.) Study the following list of words and add others to it which can be used to talk about yourself in a positive way.

DEPENDABLE

TRAINED

PUNCTUAL

HONEST

SKILLED

SETTLED

EXPERIENCED

STABLE

EDUCATED

COURTEOUS

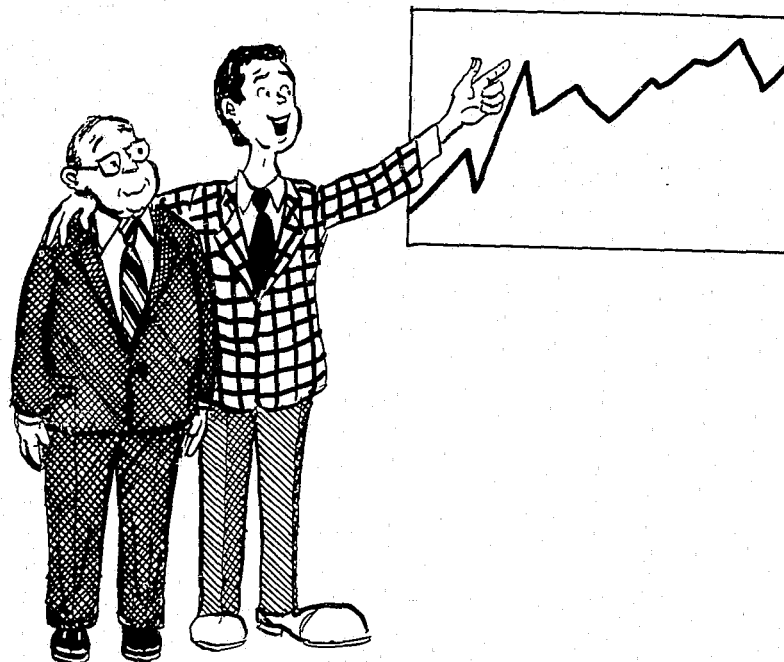
COMPETENT

MATURE

*(The meanings of all the above words are in the word list.)*

Be sure to present your skills and abilities in a positive way. Use the information you prepared about your skills and experiences.





One final way to make a good impression would be to show an interest in the organization. Use the information you prepared about the company. Show the interviewer that you have "done your homework".

*Check your progress by answering the following review questions.*

DIRECTIONS:

On your response sheet, write the letter of the phrase which most correctly completes the following sentences.

1. In order to present skills and abilities in a positive way you should:
  - a. Use "positive" words in talking about yourself
  - b. Use information you prepared about your skills and experiences
  - c. both a and b
  - d. neither a nor b
  
2. To show an interest in the company you should:
  - a. Use information you prepared about the company
  - b. Get feedback from interviewer
  - c. both a and b
  - d. neither a nor b

Check your answers using the key below. If you get the answers right, keep reading. If you get any wrong, go back over what you have already read.

1. c  
2. a

Review Question Key

## Getting Feedback

You have two reasons for getting feedback from the interviewer: First, through the list of questions which you prepared before the interview, you will be able to find out what the company has to offer you. Second, you will be able to ask how and when you will find out whether you got the job.



Now that you have completed the text, take the Unit Test again. When you have finished, check your answers using the Unit Test Key. Count the number of items you answered right and mark your score on your answer sheet (for example, -1). By comparing the two scores, you can see how much you have learned.

\* \* \* \* \*

Unit Test Key

- |     |   |     |   |
|-----|---|-----|---|
| 1.  | c | 12. | d |
| 2.  | c | 13. | b |
| 3.  | d | 14. | d |
| 4.  | d | 15. | d |
| 5.  | d | 16. | e |
| 6.  | g | 17. | c |
| 7.  | h | 18. | c |
| 8.  | c | 19. | c |
| 9.  | b | 20. | c |
| 10. | a | 21. | c |
| 11. | e |     |   |



## JOB INTERVIEW DICTIONARY\*

- academic - having to do with schools, colleges or teaching, as in:  
"What type of academic background do you have?"
- account for - to give an explanation for something, as in: "How do you account for the period between 1973 and 1975 missing from your work history?"
- bonded - an insurance policy in which a company is given money for any items stolen by employees, as in: "Do you believe that you can be covered by our company insurance bond against theft?"
- compensation - money or some other item given in return for a loss, extra work, etc., as in: "You will receive compensation for the overtime you put in."
- currently - right now, as in: "Are you currently employed?"
- degree - the rank or title given when you have completed an educational course, as in: "Do you have a bachelor of arts degree?"
- disability - a physical, mental or social lack or flaw; a medical problem, as in: "Do you have a disability that could affect your job?"
- diploma - paper given to prove you have completed an educational course, as in: "Do you have a high school diploma?"
- graduate - to complete school, as in: "When did you graduate from Dunwoody Institute?"
- handicap - same as disability (see above), as in: "Even though I am handicapped, I know I can do the job."
- honors - awards; distinction such as special grades or clubs, as in: "Tell me about the honors you received in school."
- indicate - to tell about or write about, as in: "Indicate your last job on the application form."
- injured - hurt, as in: "Have you ever been injured on the job?"
- license - permission or authority to do something, as in: "Do you have a driver's license?"
- minimum - least amount; very little, as in: "What is the minimum salary you would accept?"
- misrepresent - to give wrong or false information on purpose, as in: "Do not misrepresent anything on your application form."

\*Adapted from materials developed by HIRED, Minneapolis, Minnesota

notify - tell; inform; contact, as in: "Whom should we notify in case you are hurt?"

omit - leave out, as in: "Do not omit references on your application form."

organization - a group of people; a club, as in: "What organization are you a member of?"

permanent address - where you would like to receive your important mail; the most lasting address, as in: "Is 1815 Strawberry Lane your permanent address?"

physical examination - a medical check-up by a doctor, as in: "When was your last physical examination?"

qualifications - the skills, experience or education necessary for a job, as in: "Please describe your qualifications for this job."

rating - comparison to others, as in: "What was your rating in the class?"

reference - names, addresses and phone numbers of people who know you well and will write or tell others about you, as in: "Will you get a good reference from John Brown or Info Plastics?"

resign - to give up your job, membership, etc., as in: "Have you ever resigned from a job due to ill health?"

revoked - recalled; taken back, as in: "Has your driver's license ever been revoked?"

rotating shifts - changing hours of work, as in: "Would you work rotating shifts such as 7:00 to 3:00 one week and 3:00 to 11:00 the next?"

suspend - to hold or take back temporarily for a reason, as in: "Have you ever had your driver's license suspended?"

supervise - be in charge of or responsible for other workers, as in: "Have you ever had a supervisory job?"

title - the name of your job such as baker, plumber, etc., as in: "My title at Hagen Manufacturing was welder."

unemployment compensation - money paid by the state to people who have worked a certain period of time but are now out of a job and looking for work, as in: "Have you ever received unemployment compensation?"

valid - legal; have legal force, as in: "Is your driver's license valid?"

verification - proof, as in: "We need verification of your employment."

worker's compensation - money paid to an employee for work time lost because of an injury on the job, as in: "Are you receiving worker's compensation because of your hand injury?"

## WORD LIST

1. abilities - what you can do
2. at ease - relaxed
3. available - at hand; usable
4. benefit - a payment or service in time of sickness, old age or unemployment
5. bonding - a system which repays employers for anything stolen by their employees
6. confidence - feeling sure
7. competent - capable; able to do the job
8. courteous - someone who has good manners
9. dependable - someone who can be counted on
10. distracting - things which will take away the interviewer's attention
11. duties - work given to you
12. educated - someone who has learned something in school
13. experience - knowledge or skill you have gotten from doing something yourself
14. experienced - someone who has gotten knowledge or skill from doing something himself
15. grooming - neatness and attractiveness
16. honest - someone who tells the truth
17. impression - the way you come across to someone
18. improve - make better
19. interview - a meeting between an employer and a person applying for a job
20. interviewer - the person who interviews you
21. inventories - a list of items with a description of each
22. job description - a short summary of the duties and qualifications of a job
23. literature - anything written or printed

24. mature - someone who thinks and acts like an adult
25. offensive - unpleasant; disagreeable
26. position - job
27. promotion - being raised to a better job with higher pay
28. punctual - someone who is always on time
29. qualifications - skills or abilities you must have in order to  
apply for a job
30. settled - someone who will not be moving around a lot
31. skilled - someone with a specialized training or ability
32. stable - steady
33. trained - someone who has received practical instruction  
to learn a skill

**Teacher's Notes**

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**END**