

## **Life Skill: Job Skills**

**Materials needed:** Interview Questions Handout for each participant, Sample resumes

**Lesson Objective:** Participants will begin to think about obtaining and maintaining a job.

**Lesson:**

Explain that today you will be spending some time thinking about how to get and keep a job.

Interviews

To start, participants will be thinking about how to answer some common interview questions.

Give each participant an Interview Questions Handout and explain the following. Ask participants to take notes as you explain:

**1. Can you tell me a little about yourself?** (Don't give your complete employment (or personal) history. Instead give a simple summary that shows exactly why you're the right fit for the job. Start off with the 2-3 specific accomplishments or experiences that you most want the interviewer to know about, then wrap up talking about how that prior experience has prepared you for this specific job.)

**2. How did you hear about the position?** (This is a great opportunity to stand out and show your passion for and connection to the company and/or job. For example, if you found out about the job through a friend or professional contact, say the name of that person, and then share why you were excited about it. If you discovered the company through an event or article, share that. Even if you found the listing through a random job board, share what, specifically, caught your eye about the role.)

**3. What do you know about the company (or place where you are interviewing)?** (The interviewer isn't as interested in what you understand about the company and job—they want to know whether you care about it. Start with one line that shows you understand the company's goals, but then go on to make it personal. Say, "I'm personally drawn to work here because..." and share a personal example or two.

**4. Why do you want this job?** (Again, companies want to hire people who are passionate about the job, so you should have a great answer about why you want the position. First, identify a couple of key factors that make the role a great fit for you and then share why you want to work at the company.

**5. What are your greatest professional strengths?** (Be accurate--share your true strengths, not those you think the interviewer wants to hear--and be relevant (choose your strengths that most fit this particular position). Then, follow up with an example of how you've demonstrated these characteristics in a professional setting.

**6. What do you consider to be your weaknesses?** (What your interviewer is really trying to do with this question—beyond identifying any major red flags—is to gauge your self-awareness and honesty. So, "I'm bad at getting things done on time!" is not an option—but neither is "Nothing! I'm perfect!" Strike a balance by thinking of something that you struggle with but that you're working to improve. For example, maybe you've never been strong at public speaking, but you've recently volunteered to run a meeting to help you be more comfortable when addressing a crowd.

**7. Tell me about a challenge or conflict you've faced at work or school, and how you dealt with it.** (Your interviewer wants to get a sense of how you will respond to conflict. Anyone can seem nice and pleasant in a job interview, but what will happen in real life? You'll want to be sure to focus on how you handled the situation professionally and productively, and ideally closing with a happy ending, like how you came to a resolution or compromise.

**8. Give us an example of a time when you exercised leadership.** (You'll want to use an example that fits with the position you're interviewing for.)

**9. Do you have any questions for us?** (It's important to have a few questions prepared. A couple examples are, "What's your favorite part about working here?" or "What can you tell me about your company's plans for growth?"

Explain that later in the week, participants will have the opportunity to answer these questions and attend mock interviews.

### Good Employees

Next explain that you are going to take some time to think about what makes a good employee. Ask participants to share some characteristics that they feel make a good employee. Then, say you're going to focus on 5 characteristics today. Have participants write these in their notes. As you go, ask participants to explain why these are important characteristics at work:

- Appearance-dressing appropriately for the job, looking clean and neat
- Promptness-arriving early or on time
- Hardworking-doing your best, following instructions
- Servant leadership/initiative-treating others with respect and kindness, being helpful, thinking about the team before self
- Honesty—always telling the truth

Divide participants into small groups. Give each small group one of the above characteristics. Ask each group to create a skit with someone demonstrating the characteristic and someone doing the opposite. For example, if the characteristic is "appearance," one person in the skit should have a work appropriate appearance and one person should not.

Once groups are ready, have each one perform their skit. After each skit ask:

1. What characteristic did this skit demonstrate?
2. If you were an employer, which employee would you want to have and why?
3. Why is this an important characteristic?

### Resumes

Show participants examples of different sample resumes. Help participants prepare one for themselves.

\*Information taken from

<https://www.themuse.com/advice/how-to-answer-the-31-most-common-interview-questions>