

eDay LESSON 2-JUNIORS
Background Research and the Interview

Name _____

Class _____

OVERVIEW:

This lesson will underscore the need for background research and interview preparation when seeking employment.

DIRECTIONS:

STEP ONE

Please select a company where you could picture yourself working one day. Research the company online (google search the company's name to find the website) and answer the following questions about what you find.

Company Name:

Job/Position that you would be seeking:

Company address:

Company history (usually found in the "About Us" section):

Company products and specialties:

Company competitors:

Company or business philosophy/mission statement:

What skills do you have that would be an asset (benefit) to this company?

Why would you want to work here?

How would you go about applying for a position in this company?

What are some things that you could do in the future to make yourself a more qualified candidate for the position you would like?

STEP TWO

Imagine you have been offered an interview at the company you chose. Please select five of the following 30 most frequently asked interview questions and write out your responses to those questions. Remember, practicing your interview responses can go a long way in making you a more polished, prepared candidate.

1. Tell me about yourself. (Mention education, words to describe yourself as an employee, achievements you are proud of, skills you bring to the table, and why you would be a good employee for them)
2. What are you looking for in a position?
3. What attracted you to this company?
4. What is your career goal or objective?
5. What are your biggest strengths?
6. What is your biggest weakness (some employers might say “developmental need”)?
7. Give me adjectives you would use to describe yourself. Explain why.
8. Other than money, what motivates you?
9. What were some of the responsibilities of your last position?
10. What are three of the biggest accomplishments in your educational career/your professional career at this point?
11. How do you handle pressure, deadlines, and stress?
12. What kinds of people do you like to work with at a job?
13. What kinds of people do you dislike working with at a job?
14. What is your personal work style?
15. What is your leadership style?
16. Where do you hope to be in five years?
17. What is important to you in a job?
18. Tell me about your last position.
19. Tell me about your last boss.
20. What features of your previous positions have you liked?
21. What features of your previous positions have you disliked?
22. How would your peers/last boss describe you? What would they say if I called them right now?
23. Describe a situation in which your work was criticized. How did you handle it?
24. Give me an example of how you contributed to a big project that turned out well.
25. Give me an example of a time when you had to make a difficult decision at work.
26. Give me an example of a time when you went above and beyond the call of duty at work.
27. What interests you the most about this position?
28. How long would it take you to make a contribution to our company?
29. Why should we hire you?
30. Do you have any questions for us? ALWAYS ask at least one question!

ALTERNATIVE ASSIGNMENT FOR STUDENTS WITHOUT ONLINE ACCESS:

Students can utilize district computers before, during, or after the school day and may also choose to complete the assignment at a public library. However, students can also choose to complete the following assignment in place of STEP ONE. **ALL STUDENTS MUST DO STEP TWO.**

DIRECTIONS:

STEP ONE

Please select a company where you could picture yourself working one day. Answer the following questions about why you chose this company.

Company Name:

Job/Position that you would be seeking:

Company products and specialties (name at least two):

Company competitors (name at least two):

What five skills do you have that would be an asset (benefit) to this company?

What are the reasons why you would want to work here (name at least four)?

How could you go about trying to apply for a position at this company?

Do you know anyone who works at this company? If so, how can this connection benefit you?
If not, how could you go about trying to make a connection at this company?

What are some things that you could do in the future to make yourself a more qualified candidate for the position you would like?

STEP TWO

Imagine you have been offered an interview at the company you chose. Please select five of the following 30 most frequently asked interview questions and write out your responses to those questions. Remember, practicing your interview responses can go a long way in making you a more polished, prepared candidate.

31. Tell me about yourself. (Mention education, words to describe yourself as an employee, achievements you are proud of, skills you bring to the table, and why you would be a good employee for them)
32. What are you looking for in a position?
33. What attracted you to this company?
34. What is your career goal or objective?
35. What are your biggest strengths?
36. What is your biggest weakness (some employers might say “developmental need”)?
37. Give me adjectives you would use to describe yourself. Explain why.
38. Other than money, what motivates you?
39. What were some of the responsibilities of your last position?
40. What are three of the biggest accomplishments in your educational career/your professional career at this point?
41. How do you handle pressure, deadlines, and stress?
42. What kinds of people do you like to work with at a job?
43. What kinds of people do you dislike working with at a job?
44. What is your personal work style?
45. What is your leadership style?
46. Where do you hope to be in five years?
47. What is important to you in a job?
48. Tell me about your last position.
49. Tell me about your last boss.
50. What features of your previous positions have you liked?
51. What features of your previous positions have you disliked?
52. How would your peers/last boss describe you? What would they say if I called them right now?
53. Describe a situation in which your work was criticized. How did you handle it?
54. Give me an example of how you contributed to a big project that turned out well.
55. Give me an example of a time when you had to make a difficult decision at work.
56. Give me an example of a time when you went above and beyond the call of duty at work.
57. What interests you the most about this position?
58. How long would it take you to make a contribution to our company?
59. Why should we hire you?
60. Do you have any questions for us? ALWAYS ask at least one question!