



Preparing for Work-Home Activities Checklist

Session 4: Finish Job Descriptions, Interviewing, Finding Jobs

Name: _____ Date: _____

Use the checklist below to work through the assigned home activities for Session 4.

Before going through your activities for this week, below is an outline of the resources and home activities you may find helpful:

- **Home Activities**

- Interviewing Documents
 - Practicing Interviewing
 - Practice Interviewing: Questions and Scoring-Shorter
 - Practice Interview: Form with Rating-Behavioral
 - Interview Self-Assessment
 - Tell Me About Yourself Information
 - Script Example Tell Me About Yourself
 - Tell Me About Yourself-Blank Template

- **Resources**

- 073026-Session 4 Handout Emp.JobDesc.Interviews-Resources (Additional Resources)
- 10 Questions Used in Many Interviews: provides questions, what the employer wants to know, and how you would answer the question
- About Applications Handout: discusses how to find a job, asking for applications, filling out online and paper applications, examples of interactions with the business if you go in and ask for application, information on online job board
- About Interviews Handout: discusses what interviews are, preparing for the Interview
- Job Description-Job Responsibilities-Hard Skills-Soft Skills
- Interview-Thank You Letter

Done	Activity
	<u>Activity 1: Locating a job you want to apply and interview for</u> ☐ Review the Job Description responsibilities and skills for a job you are interested in, or look at the sample in the Resources handouts. ☐ You can go to a company website and look at jobs they have open. ☐ You can also search for an entry level job on one of the job boards (such as CareerBuilder, ZipRecruiter, etc.) and review the Job Description, and note the job skills. ☐ What are the job responsibilities you saw? ☐ What are the hard skills (stocking shelves, keyboarding, cleaning, etc.) ☐ What are the soft skills (communication, teamwork, organization, etc.)
	<u>Activity 2: Preparing for the Interview</u> ☐ Review the “preparing for the interview” section in the PPT slides, or in the “About Interviews Handout”

Done	Activity
	☐ Decide on what you want to wear to the interview (remember to overdress versus underdress); usually business casual is okay (a button-down shirt and Docker-style pants, casual dress shoes, plain socks) and decide 3-5 days before in case you don't have what you need and need to buy or borrow something to wear for the interview. ☐ Make sure your hair and facial hair is washed and neat; shower before the interview, use deodorant ☐ Make sure you have asked your references if you can use their name ☐ Have your resume and references ready and updated
	<u>Activity 3-Practice Interviewing</u> ☐ Use the responsibilities, hard skills, and soft skills to practice interviewing. Think about how you can give examples of how you did/showed the responsibility or hard or soft skill in the past. For example, if the skills is "teamwork", think about how you may have shown the skill of teamwork on a school project, worked with a co-worker on a team activity, worked with a youth group at your church or religious affiliation, volunteered on a group activity, etc. ☐ Go to the <i>Home Activities and Resources</i> folders and look at the interviewing documents. Pick one practice form. Use more if you want more practice. Have your parents or someone else practice with you. ☐ In the <i>Home Activities/Interviewing Documents/Practicing Interviewing</i> folder, review the 3 different practice forms and download or print one or all of them. Decide which one you may want to use for your first practice interview. Review the Interview Handout or the PowerPoint slides about practice interviewing.

Done	Activity
	☐ In the <i>Home Activities/Interviewing Documents/Tell Me About Yourself</i> folder-review the documents in the folder. Print or download them, and fill out the script for what you would say when the interviewer asks you this question. There are also examples in the folder.
	<u>Activity 4-Review and Score the Mock Interview</u> ☐ Review Cerner Mock Interview: evaluate the interviewers for practice on this video. You can score them on one of the sheets provided, or make notes while you watch. What went well? What did not go well?
	<u>Activity 5-Review the Applications Information</u> ☐ Go to the Resources folder and look at the <i>About Applications Handout</i>