

Youth Self-Determination (YSD)

Preparing for Work: Job Descriptions and Interviews

Stacie Rulison, Facilitator



Ground Rules



Cameras on when possible



Use chat or raise hand to talk (Zoom or actual hand)



Listen to better understand



Ask questions

Question of the Day

You work part-time at Starbucks and like your job. You forgot to check the work schedule but just did, and see you are supposed to work this Saturday, 2-8pm. You also told your friend you would come to his game party Saturday too. They are playing Roblox, your favorite! What should you do?



What We Will Do Today

- Talk about where to find jobs, how to dress for work, more on job descriptions, and interviews
- Answer questions in chat
- Watch one or more videos
- Get practice activities to do before next time

Preparing for Work Topics

1. Communication and Soft Skills

2. Knowing Myself and What I Need at Work

3. Support Network, Tools, and Resources

4. Job Descriptions, Interviewing, and Finding Jobs



SELF-DETERMINATION



SELF-ADVOCACY



**Job Descriptions-
Continued**



Interviewing



Finding Jobs



True or False

Resumes should be 1
page long

True



True or False

Careers and jobs are
always the same

False



When a job description says someone has the “ability” to do the job, it means:

- A. You must have the skills when you apply
- B. You have the ability to learn the skill





SELF-DETERMINATION



SELF-ADVOCACY



Job Descriptions





Job Descriptions

- Explains parts of the job
- Includes hard and soft skills
- Always review the job description and if job says “must have” skills, they will be required to qualify for the job; if the job description says “has the *ability* to...”, it means whoever does that job has the ability to learn it
- Skills noted in the job description will likely be the skills covered in the interview





Job Description-Review



JOB DESCRIPTION-EXAMPLE

Job Title: Stocking and Inventory Associate

Company: Aero Company, Inc.

Location: On-site

Job Type: Part-time

Position Overview

Aero Company, Inc. is seeking an organized, self-initiating, and reliable Stocking and Inventory Associate to join our logistics team. In this role, you will be responsible for maintaining the accuracy of our inventory, receiving and processing incoming shipments, and ensuring that materials are properly stocked. Your work will directly support our operation and help us maintain high standards of service.

Key Responsibilities

- Receive, unload, and confirm incoming shipments for damage.
- Organize, stock, and arrange inventory in the warehouse or stockroom areas.
- Prepare and pack items for outgoing shipments.
- Maintain a clean, safe, and organized workspace to meet safety standards.

Job Qualifications & Skills

Hard Skills (Technical & Physical Abilities)

- **Inventory Management Software:** Experience with using Excel to confirm inventory.
- **Equipment Operation:** Proficiency with scanners, barcode readers, and basic warehouse equipment (e.g., pallet jacks, hand trucks). Forklift certification is a plus.
- **Physical Abilities:** Ability to lift, push, and pull up to 50 lbs regularly and remain on your feet for 5 hours.
- **Data Entry Accuracy:** Strong numerical skills for accurate tracking, of stock counts.

Soft Skills (Interpersonal & Behavioral Attributes)

- **Attention to Detail:** Keen eye for spotting issues in shipment logs, damaged goods, or misplaced inventory.
- **Time Management:** Ability to prioritize tasks effectively in a fast-paced environment to meet shipping and restocking deadlines.
- **Teamwork & Collaboration:** Excellent communication skills to work with logistics, purchasing, and team members, and floor managers.
- **Problem-Solving:** Proactive attitude toward identifying inventory errors and tracking down missing items.

Education and Experience

- High school diploma or equivalent preferred.
- 1–2 years of experience in warehousing, logistics, retail stockrooms, or inventory management is preferred but not required.

This is in the Template and Examples linked to handouts



Hard Skills in Job Description

Aero Company, Inc.: Skills, Qualifications, Essential Functions

- **Inventory management spreadsheet:** experience using Excel to confirm inventory
- **Equipment operation:** proficiency with canners, bar code readers, and basic warehouse equipment (e.g., pallet jacks, hand trucks); forklift certification a plus
- **Physical abilities:** able to lift, push, and pull up to 30 pounds regularly, and remain on your feet for 5 hours
- **Data entry accuracy:** strong numerical skills for accurate tracking of stock counts

This is in the Template and Examples linked to handouts



Key Responsibilities in Job Description

Aero Company, Inc.: Skills, Qualifications, Essential Functions

- Receive, unload, and confirm incoming shipments for damage
- Organize, stock, and arrange inventory in the warehouse and stockroom areas
- Prepare and pack items for outgoing shipments
- Maintain a clean, safe, and organized workspace to meet safety standards.



Soft Skills in Job Description

Aero Company, Inc.: Skills, Qualifications, Essential Functions

- **Attention to detail:** keen eye for spotting issues in shipment logs, damaged goods, or misplaced inventory.
- **Time management:** *ability* to prioritize tasks effectively in a fast-paced environment to meet shipping and restocking deadlines.
- **Teamwork and collaboration:** excellent communication skills to work with logistics, purchasing, team members, and floor managers
- **Problem-Solving:** proactive attitude toward identifying errors in tracking down missing items



The Interview



What is an interview?

- Conversation where you and an employer exchange information and includes:
 - Two-way conversations (with you and interviewer)
 - One-way conversation (by interviewer)
 - Responses by the person interviewing
- Your goal: get the job
- Employer goal:
 - Find out what you can offer for the open job (skills, abilities, knowledge)
 - Find out about you (your personality, character, interests)
 - Find out if you have what they need to fill the job



Preparing for the Interview

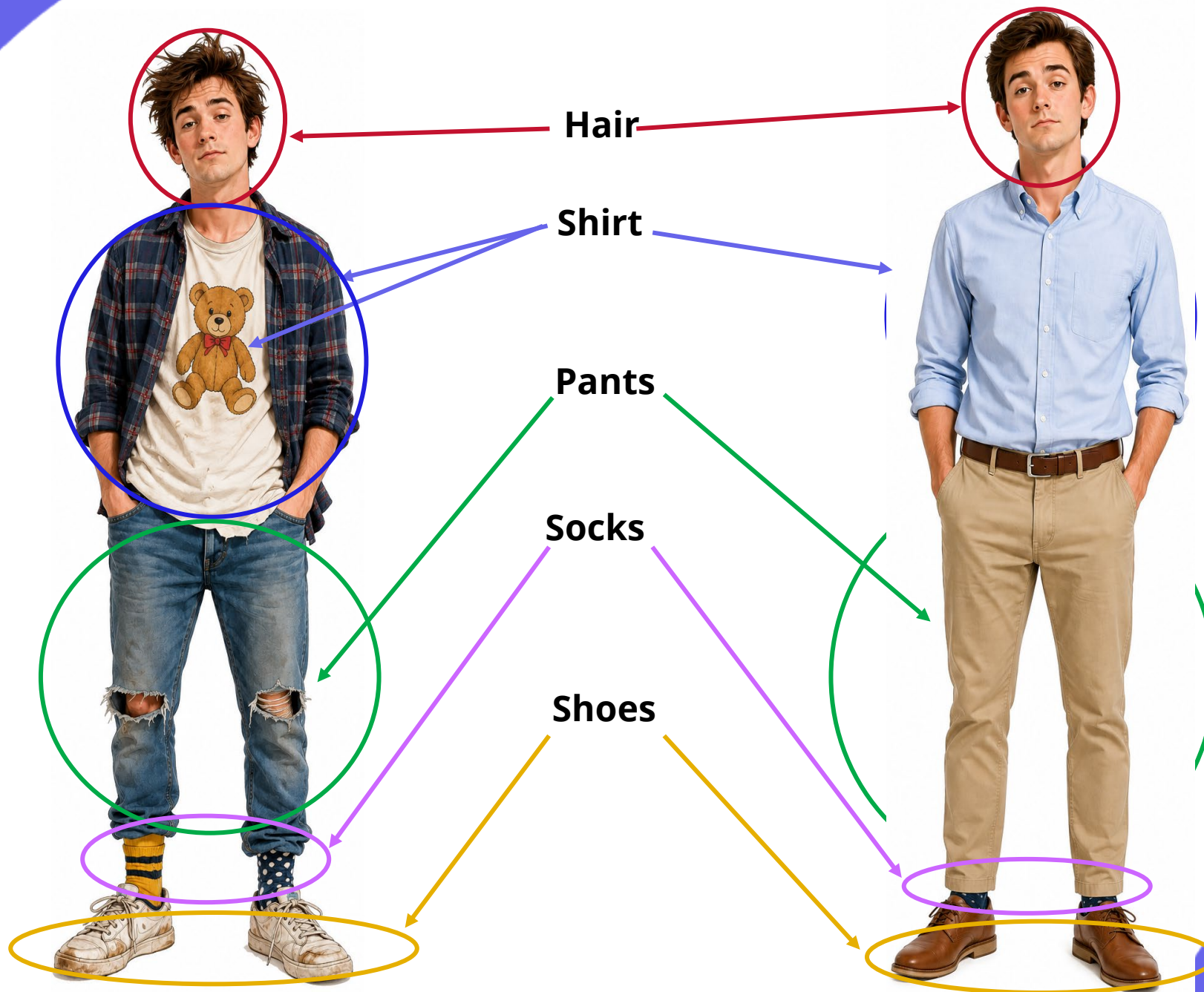
- Know about the company
 - Go to company website
 - Review their mission and history; where they are located (just locally or other areas); how many they employ; when they came to the area, etc.
- Practice in a mirror
- Practice with parents, siblings, peers, teachers, others with them being the interviewer



What to wear to the interview

- Decide what to wear 2-3 days ahead of time
- They will have a “first impression”
 - What they think of you when they first meet you
 - How we dress
- Clothes are important
 - Clean, pressed, fits well, appropriate for the job
 - Give yourself some extra time if you need to buy something for the interview
 - Should be comfortable

What is YOUR first impression?



What's YOUR first impression?



**Gum is NOT
okay at an
interview!**

Do's of Interviewing

- Make a good first impression
- Be 10 minutes early
- Take a folder with 3 *extra* copies of your resume and references
- Make periodic eye contact (look toward them)
- Watch your volume and body boundaries
- Listen, stay seated, sit up straight, and face the interviewer
- Practice good hygiene (bathed, shaven, hair combed, deodorant)
- Over-dress versus under-dress



Do's of Interviewing

- Be positive and focus on your strengths
- Answer questions and make answers brief
- Be flexible—you don't have to take the job
- Ask at least one question at the end of the interview
- Say thank you when the interview is over
- Wait for them to ask you (or motion you) to sit down
- Go in for the interview alone
- Talk about neutral topics (small talk)



Handshakes

- If they offer to shake your hand, shake back
- In our culture, we shake with the right hand
- Use the same pressure as you would for a tube of toothpaste
 - Too soft=you might drop it
 - Too hard=it squirts everywhere
 - Just right=you hold it and squeeze gently on toothbrush
- Wrap your fingers around the other person's hand. Give one comfortable squeeze—not hard enough to hurt, not so light that it feels limp. Shake 2–3 times, smile, then let go.”
- Practice with your parents, siblings, teachers, others



Handshake Scale



Try to shake hands at a "3"

The Interview Handshake

www.youtube.com/watch?v=H6uxn9WD-vE



When You Get to the Interview

- Politely ask to speak to the person you have been in contact with about the job, say:
 - *Hello, I am _____, I am here to see _____.*
- Shake their hand if they offer a handshake
- If they do not reach out their hand, reach out your right hand and smile slightly, make eye contact/ and say one of these greetings:
 - *Hi, I am _____, thank you for seeing me*
 - *Hi, I am _____, it's good to meet you*



Interview Questions

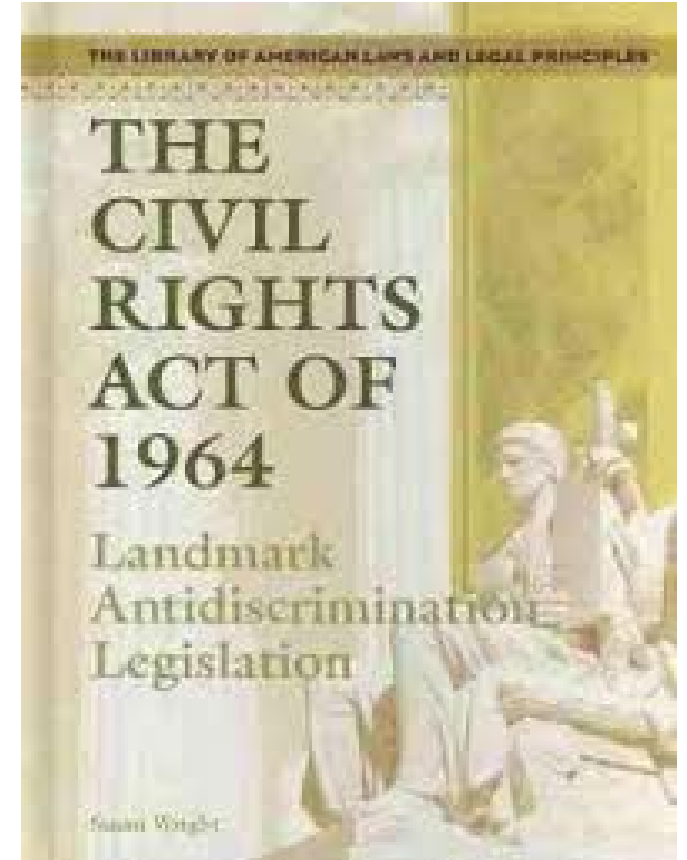
- You (your background, experience, interests, accomplishments)
- Skills needed for the job
- Current or expected salary
- Your interest in the job
- How you can benefit the company
- Work ethic
- Strengths and areas for improvement
- Current employment



Inappropriate Interview Questions by Employer

Related to “protected categories”

- Race, color, national origin
- Religion
- Sex, gender identity, sexual orientation
- Pregnancy status
- Disability (physical or mental health questions)
- Age or genetic information
- Citizenship
- Marital status or number of children



When they say “Tell me about yourself...”

- Usually first question in an interview and first impression
- Say something personal (but not too personal)
- Should be 1-3 minutes
- Example:
 - *Well, I’m currently a student at Lansing High School. I grew up in this area and enjoy gaming on YouTube and camping with my family. I have made money in the past mowing lawns and volunteered at after school events. In looking at this job, it looks like you need someone who will be responsible and willing to learn doing shipping and receiving at your warehouse. I am excited to talk to you more about the job.*

Practice Assignment
Tell me about yourself...

Name: _____

Date: _____

Write down your response to the interview question below:

Tell me about yourself (response should be 1-3 minutes):

Personal background but not TOO PERSONAL (information about the city/area you live, how long you've lived there, recently moved, your hobbies. Relate it back to the job if you can—but it's not required, e.g., *"I just moved a mile from here, this position would be a pretty quick drive!"*) OR *"In my personal time I like game, go camping, and swim."*

- Transition to Educational background: *"...so that's a bit about what I like to do in my spare time....and I have one year left of high school before graduating...."*

Educational background/information (something about your education that could be tied back to the job, or your experience but it's not required): *"I saw logistics as one of the responsibilities. I have taken classes at Lansing Community College in warehousing, and this is an area I would like to work".* OR *"I just got out of high school and looking for a job where I can be physical and use my organizational skills."*

- Transition to Experience/background: *"I also wanted to mention I have some experience in doing inventory...."*

Experience background/information (tied back to a past job, for example: *"I saw in the job description, you are looking for someone with experience doing inventory—that was one of my main responsibilities when I worked at Ace Hardware and I really enjoyed it."* OR *"I did front-facing at a retail store in a past job, and I really enjoyed it, and am looking forward to learning more in this area"*.

- Transition to a conclusion for this question: *"So that is a bit about me and my background and what brought me here today"*

Breaking it down: script example-1

After the job interview-hard copy letter

Date

Hiring Manager Name
Company Name
Company Address, City, State, Zip Code

Dear (name of hiring manager),

Thank you for taking the time to meet with me about the Inventory and Stock Associate position at Aero. I enjoyed learning more about the job and your team.

After our interview, I am even more interested in working at Aero. I am excited about the opportunity to help keep the store organized, stock merchandise, and work as part of a team. I am dependable, willing to learn, and ready to work hard.

Thank you again for considering me for this position. I appreciate your time and hope to hear from you soon.

Sincerely,

[Your Name]

Sample letter to send in the mail. Send within a day of the interview.

Practice-Practice-Practice Interviews!

- Very important to practice to prepare for an interview
- Practicing what you will say to certain questions
- Use skills in the job description to practice with
- Think of 1-2 examples of how you could answer each question
- You can talk about the same job or experience to answer different questions
 - Question: give me an example of how you showed teamwork: *“As I mentioned, I worked at Meijer in the past, and we had to team up to get shelves stocked during the holidays every 2 hours. Usually, it’s 2 times a day we stock. This took all of us working together and doing our part to make sure products were available to customers by stocking inventory on shelves.”*

Video Record Yourself

- Work with someone else, and have them record a mock (or practice interview) for the job you are trying to get
- Have them use one of the provided tools to score your responses
- You watch yourself and score yourself on your responses
- Think about what went well
- Think about what you could work on more?
- Keep practicing the responses
- If you do not get the job, you are still making your interview skills stronger with each time you practice!



Scoring Your Interview

- Set up a camera on your phone to video record your interview
- Use this score sheet (print or online)
- Have someone do the interview with you (questions are on the form) and score this
- You watch the video and score yourself
- Practice areas you marked needs work
- Re-record yourself to see if you are improving

Practice Interview Feedback Form					
Interviewee Name: _____ Date: _____					
Interviewer (person doing the interview): _____					
Job Interviewing for: _____					
Rate interviewee poor 1, average 2, or good 3.					
Introduction	Job Skill(s): Communication Professionalism Self-Confidence Self-Advocacy	Needs work	Avg	Good	Comments
Dress					
Grooming (hair, fingernails, mustache or beard trimmed, use deodorant)					
Appropriate eye contact (looking toward person interviewing)					
Handshake (medium)					
Introduce yourself (wait for interviewer to sit down). After they introduce themselves, say "pleasure to meet you."					

Another Score Sheet

- Score 5 different interviews (R1, R2, R3, R4, R5)
- Rating Scale:
 - 1=Response Completely Inappropriate
 - 2=Response Mostly Inappropriate
 - 3=Response was Acceptable
 - 4=Response was Good
- Do more video recordings to see if you are improving

PRACTICE INTERVIEW RATING FORM Name: _____ Date: _____						
Question	R1	R2	R3	R4	R5	Total/Avg
1. Tell me about yourself and more about you (Oral communication) <i>Response should be a brief overview (1-2 minutes); not too personal; maintained good eye contact</i>						
2. Tell me about your interest in this job, what's important to you in a job, and why this one appeals to you. <i>Brief response; not too personal; related to position and aligns with requirements.</i>						
3. This job may be demanding at times. Can you give me an example of when you had to work under pressure or be in a pressure situation and how you handled it? (Ability to handle pressure) <i>Provides a response related to a pressure situation; and appropriate handling of pressure</i>						
4. Explain your strengths, or what you think you are good at and why. (Perception of strengths) <i>Lists 1-2 skills related to job; maintained eye contact; brief response</i>						
5. If you were assigned to stock shelves (or other task related to job), and you realized you did it wrong, what would you do? (Problem solving) <i>Responds by informing supervisor/co-worker; brief response; provides explanation why</i>						
6. Give me an example of when you had to work with other people to get something done-and what you did to be a part of the group (or contribute) (Team work). This could be another job, at school, in a volunteer situation.						

Yes/No Interview Evaluation

- Use a video recorder so you can go back and watch yourself
- A different type of mock or practice interview
- Yes or no responses
- Work on areas you answer “no” on
- Do more video recordings to see if you are improving

Self-Assessment Mock Interview Evaluation Checklist	
Name: _____	
1. Did I have the necessary materials with me?	Yes____ No ____
(a) Writing materials	
(b) Personal information package containing documents such as resume, transcript, reference letters, or list of references	
2. Was I dressed in professional, business attire?	Yes____ No ____
3. Did I arrive on time?	Yes____ No ____
4. Was I courteous to everyone I encountered?	Yes____ No ____
5. Did I know the interviewer's name and use it correctly?	Yes____ No ____
6. Did I give positive signals about my interest in the position?	Yes____ No ____
(a) Did I show interest, eagerness, and enthusiasm in my body language by sitting up and leaning forward?	
(b) Was my tone of voice pleasant and easy for the interviewer to hear?	
(c) Did I look at the interviewer both when speaking and when he or she was speaking to me?	

After the Job interview-Email

To: Person's Name who Interviewed You
From: Your Email Address
Date: Date You Are Sending
Subject: Following Up to Interview on MM-DD-YYYY

Hello Mr./Ms./Mrs. _____

Thank you for taking the time to speak with me on DAY OF WEEK, MM-DD-YY, about the Inventory and Stock Associate job. I feel I have the skills to help with keeping the store organized, stock merchandise, and work as part of a team. I have a strong work ethic and am dependable.

I appreciate your time and hope to hear from you soon.

Best regards (or Sincerely)

(YOUR NAME)

Sample email: send 1-2 days after the interview

Video: Good and Not So Good Interviews

www.youtube.com/watch?v=C21nLYzAJl0



Shows someone doing an interview correctly and not correctly.

SELF-DETERMINATION



SELF-ADVOCACY



Finding a Job



Finding a Job-Combination of Sources

- Using several methods together improves your chances instead of relying on just looking online
- Going into a business and asking if they are hiring
- Online sources like Indeed, LinkedIn, CareerBuilder, Monster, Zip Recruiter
- Career fairs
- Business website: sometimes not advertised on online job sites
- Social media
- Personal networks and referrals
- Newspapers (some still post jobs!)



Completing Application for a Business

- If you did not call and choose to just go in, say:
 - “Hello, I am (*say your first and last name*), I was wondering if you are currently hiring?”
 - If they say no, say: “Ok, thank you for your time” and slowly turn around and walk out.
 - If they say yes, say: “Great, may I get an application?”
 - Thank them for the application and say: “I will fill this out and return it to you, it was a pleasure meeting you”.
 - Slowly turn around and walk out



When completing an application...

- Look at them when you are talking to them
- Stay positive, smile a little (not too big or a cheesy smile!)
- Be respectful—if they are having a conversation or busy, wait until they are free to talk—DON'T INTERRUPT
- Don't go in during a time that is too busy
- Practice with a teacher, parent, peer before you go in
- Dress how you would for an interview
- Pay attention to hygiene



Be prepared when completing an application

- They may ask you questions
- If they say something like (practice what you will you say back):
 - What job are you looking for?
 - We are hiring now, are you available?
 - What hours are you available for?
 - Can you interview now?
 - You need to fill out an online application (sometimes they have computers at the business)



How to Apply

- Hard copy Application
 - Complete the application at home or at the worksite
- Online Application
 - Employment sites: ZipRecruiter, Monster, Indeed, others
 - Company website: search company and look for *Employment* or *Jobs* link on their website and see if you are interested or qualified for anything
 - Look at “entry level” jobs

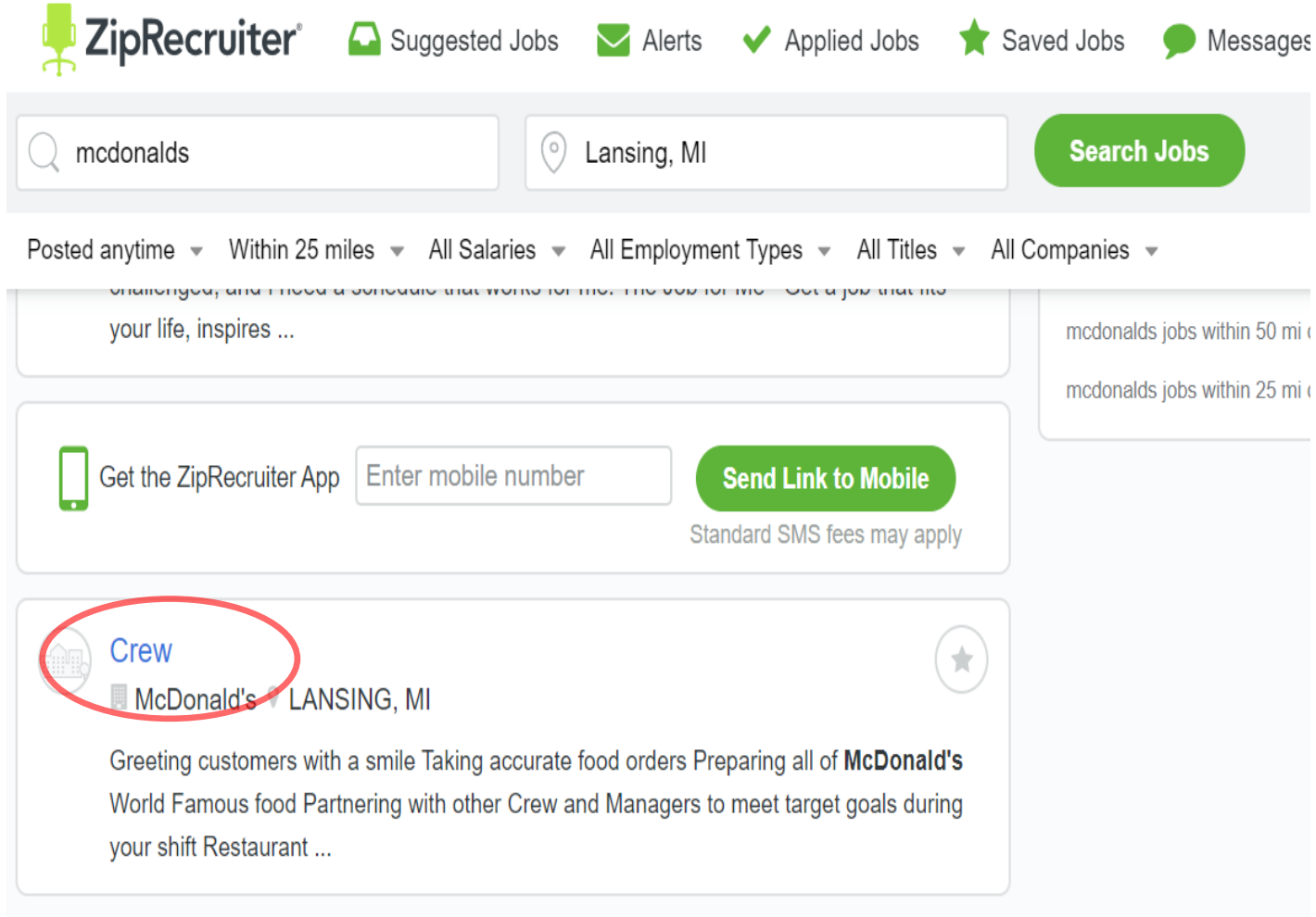


Filling out a Hard Copy Application

- Bring your personal information (fact sheet) which includes your work history, education, personal information, and references
 - Take it with you and return it later if possible
- Use a black or blue pen
- Take 3 copies of your current resume (in case they ask for it)
- Print neatly
- If you make an error, fill out another application, or put ONE line through the mistake and rewrite
- Fill in all blank spaces (use N/A for blanks)
- Be honest and accurate
- Write in the job you are applying for
- Have someone proof it if possible
- Sign and date the application
- Submit directly to employer

A photograph of an 'EMPLOYMENT APPLICATION' form. The form has a blue header with the title 'EMPLOYMENT APPLICATION' in white. Below the header, there are instructions: 'Please complete this form USING BLACK OR BLUE INK and write within the boxes in CAPITAL LETTERS. Mark the answer boxes with a CROSS. Start at the left of each answer space and leave a gap between words.' The form is divided into sections: 'Personal Information' with fields for 'First Name', 'Last Name', 'Address', 'City', 'State', 'Zip', 'Phone', and 'Mobile Phone'; 'Date of Birth' with a grid; 'Gender' with 'Male' and 'Female' checkboxes; and 'Contact Information' with a grid for 'Residential Address'. A black pen is resting on the form.

Online Job Sites



ZipRecruiter® Suggested Jobs Alerts Applied Jobs Saved Jobs Messages

Search: mcdonalds Location: Lansing, MI Search Jobs

Posted anytime Within 25 miles All Salaries All Employment Types All Titles All Companies

Get the ZipRecruiter App Enter mobile number Send Link to Mobile Standard SMS fees may apply

Crew McDonald's LANSING, MI

Greeting customers with a smile Taking accurate food orders Preparing all of **McDonald's** World Famous food Partnering with other Crew and Managers to meet target goals during your shift Restaurant ...

Filling out an online application: Online Job Site

- Search by location, job, or company

Online Job Sites



Crew Member

McDonald's

Saint Louis, MI

\$13.73/hr

Other

Re-posted 7 days ago

[Apply](#)  

McDonald's rating

Powered by real frontline workers on Breakroom 

5.1 Based on 10,903 frontline employees who took The Breakroom Quiz
56th of 103 rated fast food restaurants

[View more about working here](#) ↓

Job description

Location: 115 W Washington St, Saint Louis, MI, 48880 Flexible scheduling with a side of always feeling valued. This restaurant offers a job combo that will fit YOU PERKS & BENEFITS: Competitive pay starting at \$13.73/ hour Work today, get paid tomorrow. Bi-Weekly Direct Deposit Flexible scheduling Paid sick leave and/or paid time away Tuition reimbursement and/or educational assistance up to \$3000* Training and advancement opportunities Employee discounts and free meals And much more!*Available to full-time employees This role is vital in the restaurant because you'll: Lead the experience: Check in with guests and make sure they are enjoying themselves Have a side of smile: Help customers order their favorite McDonald's menu items and/or make menu recommendations Focus on the food: Prepare and present delicious food Ensure a memorable visit: Help maintain a welcoming, friendly, and clean restaurant environment Understand that teamwork is key: Work hand in hand with your team to meet goals and most importantly, have fun! To be successful in this position, you'll need: A humble and hospitable demeanor Passion for helping and serving others (customers and fellow team members) A desire to learn and grow The ability to communicate effectively and anticipate customer needs You must be 16 years of age or older to work as a Crew Member at McDonald's. See a day in the life of a Crew Team Member at McDonald's <https://www.youtube.com/watch?v=DiaN61vWY3A&feature=youtu.be> So, what's your job combo? Additional Info: This job posting contains some information about what it is like to work in a McDonald's restaurant, but it is not a

Filling out an online application: **Online Job Site**

- Search by location, job, or company
- Look at the job description and for KEY WORDS about the job (hard skills and soft skills)
- Job description for [McDonalds Crew Member](#)

Video

www.youtube.com/watch?v=VIRvxk9Gcf8



Home Activities



Home Activities Checklist

Out of Class Activities

- Start with your Home Activities Checklist
- Work with your parents on this if you have questions



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

Done	Activity
	Activity 1: Locating a job you want to apply and interview for
☐	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.)

We will look at the different activities if we have time today! Otherwise, they are on your Home Activities Checklist

Practice (Mock) Interview



**Interviewing
Evaluation/Assessment
(Handout—You do the
rating!)**

https://www.youtube.com/watch?v=vwdjF_EGi-Y

Your Actions for Next Week:

Review and follow your Home Activities Checklist)

- a. Complete the **Tell Me About Yourself** activities (pick at least one of your choice to do)
- b. Complete the **Practice Interviewing** forms and practice your interviewing (pick at least one of your choice)
- c. Complete the **Scoring of Interview Videos in the PowerPoint or Resources** document
- d. Review Link **Additional Resources** on job descriptions, **interviewing, and finding a job**

Believe
in
Yourself



You've got
this!



★
YOU
CAN!

We are here to support you!



@MichiganAllianceForFamilies



@michiganallianceforfamilies



/MichiganAlliance

For more information visit

www.michiganallianceforfamilies.org

Call 800-552-4821

En Español 313-217-1060

لغة العربية 248-963-0607

Statewide Email: info@michiganallianceforfamilies.org



Michigan Alliance for Families

In collaboration with



Michigan Alliance for Families is an IDEA Grant Funded Initiative of the Michigan Department of Education, Office of Special Education (MDE-OSE); the Michigan Department of Lifelong Education, Advancement, and Potential (MiLEAP); and Michigan's Federal Parent-Training and Information Center (PTIC) funded by the U.S. Department of Education, Office of Special Education Programs(OSEP).

www.michiganallianceforfamilies.org

1-800-552-4821

info@michiganallianceforfamilies.org

