

Youth Self-Determination (YSD)
Preparing for Work: Job Descriptions and Interviews

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1

Ground Rules

Cameras on when possible

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

Listen to better understand

Ask questions



2

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?





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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



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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

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SELF-ADVOCACY

Job Descriptions- Continued

Interviewing

Finding Jobs



6

True or False

Resumes should be 1 page long

True



7

True or False

Careers and jobs are always the same

False



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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



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Job Description-Review

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JOB DESCRIPTION-EXAMPLE

Job Title: Stocking and Inventory Associate

Company: Aero Company, Inc.

Location: Onsite

Job Type: Part-time

Qualifications

Key Responsibilities

Education and Experience

Key Responsibilities

Education and Experience

This is in the Template and Examples linked to handouts

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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

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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.

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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



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SELF-DETERMINATION

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SELF-ADVOCACY

↓ ↓

Interviewing



The Interview



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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



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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



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What to wear to the interview

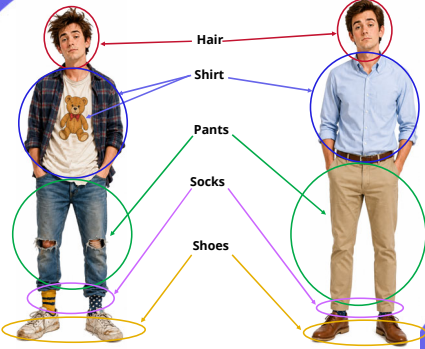
- Decide what to wear 2-3 days ahead of time
- They will have a “first impression”
 - What they think of you when they first meet you
 - How we dress
- Clothes are important
 - Clean, pressed, fits well, appropriate for the job
 - Give yourself some extra time if you need to buy something for the interview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



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What is YOUR first impression?





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What's YOUR first impression?



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

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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



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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)



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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



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Handshake Scale



Try to shake hands at a “3”



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The Interview Handshake

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



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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*



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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



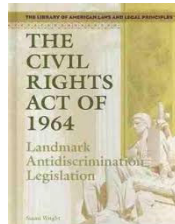
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Inappropriate Interview Questions by Employer

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



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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.*



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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 backgroundbut 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've moved away from here, this position should be a pretty good draw!" Tell the interviewer about your game, go camping, and so on.)

- 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 concerning 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 one 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 just from doing it at my last store in a past job, and I really enjoyed it, and am looking forward to taking more in this area."
- Transition to a conclusion for this question: "So that's a bit about me and my background and what brought me here today!"

Breaking it down: script example-1



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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.



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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."*



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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!



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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					
Interviewer Name: _____		Date: _____			
Interviewer (write along the interview): _____					
Job Interviewing for: _____					
Rate interview from 1 (worst) to 5 (best)					
Introduction	Job Skills (Communication, Problem Solving, Self-Motivation)	Needs work	Avg	Good	Comments
How					
Describe your background, experience, and education (as relevant)					
Describe your current position					
Describe your previous positions					
Describe your goals for the future					



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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
1. Tell me about yourself and more about you (2-3 minutes). (2-3 minutes) <i>Response should be a brief overview (2-3 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 responses, not too personal, related to position and employer 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 position and how you handled it? (ability to handle pressure) <i>Provide a response related to personal abilities and appropriate handling of pressure</i>							
4. Explain your strengths, or what you think you are good at and why. (Perception of strengths) <i>Jobs 1-3 skills related to job, maintained eye contact, brief response</i>							
5. If you were assigned to teach others (or other task related to job), and you realized you did it wrong, what would you do? <i>Describe setting</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, or school, or a volunteer situation)							

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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? (a) Writing materials (b) Personal information package containing documents such as resume, transcript, reference letters, or list of references	Yes ____ No ____
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? (a) Did I show interest, eagerness, and enthusiasm in my body language (b) Was my tone of voice pleasant and easy for the interviewer to hear?	Yes ____ No ____ Yes ____ No ____

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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

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Common Interview Questions (1-3)

Examples relate to interviewing for a job at a fitness center/gym:

1. Tell me about yourself
 - Summarize in 1-3 minutes and don't talk about personal information
2. What interests you about this job?
 - Example: *I value fitness and have worked in a fitness facility in the past; this job seemed to match my skills and interests*
 - Don't talk about pay, the drive, or anything NOT related to the work
3. Why did you leave your last job?
 - Do NOT discuss conflicts with past co-workers or bosses
 - Do not complain or be negative
 - Say (example): *previous company is going through a lot of changes, and it was time for a change. I am looking for a job that will allow opportunities to grow.*

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Common Interview Questions (4-5)

Examples relate to interviewing for a job at a fitness center/gym:

4. Why would you do well at this job (or excel at this job)?
 - Example: *I have worked in a similar business before and am used to the environment and enjoy working with people*
5. What do you know about our company so far?
 - Example: *I know that you recently opened in Lansing and have an excellent reputation. I did some research on Google and learned that Forbes Magazine ranked Planet Fitness on of the best franchises in America.*
 - Example: *Your business' Mission Statement focuses on a "judgement free zone"...so anyone should feel comfortable here.*

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Common Interview Questions (6-8)

Examples relate to interviewing for a job at a fitness center/gym:

6. Tell me about a time when....
 - Example: *Tell me about a time when you had a tough customer, or things did not go your way, or there was a conflict*
 - Answer within 1-2 minutes; focus on the positive not the negative and how it came out positive
7. What would you do in your first few days of the job?
 - Example: *I would work on learning my job and getting to know my co-workers while focusing on doing the best I can at my job*
8. What's most important to you in a job?
 - Example: *To always meet the requirements of the job and meet the expectations of my employer*

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Common Interview Questions (9-10)

Examples relate to interviewing for a job at a fitness center/gym:

9. Do you have an expectation for a wage? (Be realistic-look at other businesses paying for doing the same job.)
 - Example: *I would like to be paid \$_____*
 - *I think that would be fair given my skills and abilities*
10. What do you think you are really good at?
 - Consider skills that relate to the job or job description
 - Say the skill and briefly talk about it, for example: *"I'm really organized, making sure things are organized as they should be keeps things more efficient"*



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Common Interview Questions (11-12)

Examples relate to interviewing for a job at a fitness center/gym:

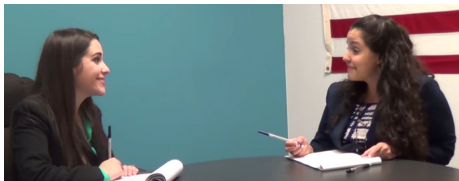
11. What are challenges for you, or areas you think you can improve?
 - Talk about something you can make stronger vs. a weakness
 - Example: *it can cause me some stress if things are not organized. I think using my organization skills would be a positive in some jobs. I also realize some things I can't change, and I remind myself that it's okay"*
12. What questions do you have for me?
 - Think of 1-2 questions beforehand, if they don't answer them.
 - If they did answer them, try to think of one other question related to the job.
 - Examples:
 - *How many cardio machines do you have?*
 - *How often do you replace your cardio machines?*
 - *How many others work on the cardio machines?*
 - *If I get my work done, are there other activities I can work on?*



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Video: Good and Not So Good Interviews

www.youtube.com/watch?v=C21nLyzAJl0



Shows someone doing an interview correctly and not correctly.



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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!)

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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

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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



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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)



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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



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Filling out a Hard Copy Application

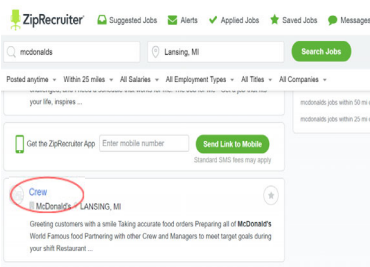
- Bring your personal information (fact sheet) which includes your work history, education, personal information, and references
 - Take it with you and return it later if possible
- Use a black or blue pen
- Take 3 copies of your current resume (in case they ask for it)
- Print neatly
- If you make 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



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Online Job Sites



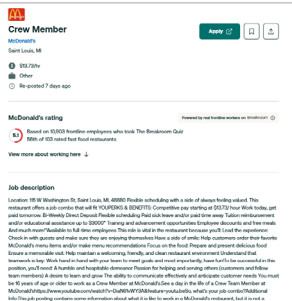
Filling out an online application: Online Job Site

- Search by location, job, or company

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Online Job Sites



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 [McDonald's Crew Member](#)

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Video

www.youtube.com/watch?v=VIRvXk9Gcf8

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Home Activities

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Home Activities Checklist

Out of Class Activities

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

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

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Practice (Mock) Interview



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

https://www.youtube.com/watch?v=yv9d0F_E0rY

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Your Actions for Next Week:

Review and follow your Home Activities
Checklist)

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

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