

## Career Skills Activity 5

### IBT--Haskin

#### Interview Assignment

You've completed the first two steps in the "Job Hunt" process. You have written a cover letter that will help aid your resume and display your communication skills. You have produced an "error free" resume that will likely impress the company and set up a future interview.

Now that you have earned an interview, it is IMPERATIVE that you prepare yourself for some of the most common interview questions you will likely encounter during a job interview. This assignment has 3 steps and 3 grades:

- 1. Open Microsoft Word, type and respond to the 20 questions on the back of this sheet. Remember that you are responding to these questions as though you are a senior in college about to graduate and enter the work force. ALL 20 questions should be typed out and answered in Microsoft Word.**
- 2. Put together an outfit, using pictures, of what you would wear to an interview if you were interviewing for that position.**
- 3. Type out 10 specific questions that you would ask if you were a manager and interviewing another person for your position.**

- 1. Can you tell me a little about yourself?**
- 2. How did you hear about the position?**
- 3. What do you know about the company?**
- 4. Why do you want this job?**
- 5. Why should we hire you?**
- 6. What are your greatest professional strengths?**
- 7. What do you consider to be your weaknesses?**
- 8. What is your greatest professional achievement?**
- 9. Tell me about a challenge or conflict you've faced at work, and how you dealt with it.**
- 10. Where do you see yourself in five years?**
- 11. What's your dream job?**
- 12. What's a time you exercised leadership?**
- 13. How would your boss and co-workers describe you?**
- 14. How do you deal with pressure or stressful situations?**
- 15. What are your salary requirements?**
- 16. What do you like to do outside of work?**
- 17. If you were an animal, which one would you want to be?**
- 18. How many tennis balls can you fit into a limousine?**
- 19. What do you think we could do better or differently?**
- 20. Do you have any questions for us?**

**Feedback: 82/100**

I like many of your responses, but you need to correct 2 things before resubmitting your assignment...you need to check your grammar and redirect your weaknesses to be positives

Alan Lopez

2-13-20

3<sup>rd</sup> period—Introduction to Business Technology

1. Can you tell me a little about yourself? **I am about to attend Baylor university.**
2. How did you hear about the position? **A friend of mine work here and told me.**
3. What do you know about the company? **You are a very successful company, you have also been around for the longest since your business strived.**
4. Why do you want this job? **I want this job because, I know more about this job and this is what I love doing.**
5. Why should we hire you? **I feel, like I am trust worthier, and hard working.**
6. What are your greatest professional strengths? **Being on time, making everything go good. Being responsible.**
7. What do you consider to be your weaknesses? **arguing with other people.**
8. What is your greatest professional achievement? **Runnings my dad's business**
9. Tell me about a challenge or conflict you've faced at work, and how you dealt with it? **Customers being mad, because they wanted to do something their way thinking they were right**
10. Where do you see yourself in five years? **Working, and owning my own business**
11. What's your dream job? **Becoming an Entrepreneur, and owning my own company.**
12. What's a time you exercised leadership? **Running my dad's business, whenever he wasn't home.**
13. How would your boss and co-workers describe you? **Friendly, Happy, funny and hard working**
14. How do you deal with pressure or stressful moments? **I first recognize what's going on, to then see what needs to be fixed**
15. What are your salary requirements? **13 an hour**
16. What do you like to do outside of work? **Work outside, or watch construction videos.**
17. If you were an animal, which one would you want to be? **I would be a bird, because I would fly high and be successful.**
18. How many tennis balls can you fit into a limousine? **How big is the limousine? Are the tennis balls inflated or deflated?**
19. What do you think we could do better or differently? **Maybe increase Customer service quality.**
20. Do you have any questions of us? **Yes, how much do you plan on paying me? Will other people work will me?**