



Virtual Field Trip Two: The Job Search Begins

Companion for the Interview

Module Objectives

The purpose of this module is to accomplish the following:

- Provide tips on the job search process.
- Hear directly from an engineer on interviewing tips.
- Practice interviewing using sample questions and tips.

Learning Outcomes

Using this module, students will:

- Become familiar with interviewing skills.
- Practice interviewing responses.

Suggested Virtual Field Trip Itinerary

The following outline is one way to incorporate the Virtual Field Trip into your classroom. Feel free to adjust the times and agenda items to suit your needs.

Total time: Approximately 40 minutes

Topic	Amount of time	Notes
Instructor preparation	7 minutes	Take these steps to prepare for your Virtual Field Trip: <ul style="list-style-type: none"> • Download the video to your computer's hard drive and review the video prior to class. • Print out one worksheet for each student.
Introductory discussion	5-10 minutes	Open class with a discussion on the importance of interviewing. <i>Questions for discussion</i> <ul style="list-style-type: none"> • Name one or two key points to make in an interview. • What should a candidate convey during an interview? • What are some common mistakes made in interviews?
View video	10 minutes	Dim the classroom lights so students can see the screen better, but make sure there is enough light to take notes.
Exploring IT Careers: The Interview (student worksheet and practice interview)	20 minutes	Distribute the student worksheet and provide students with an explanation of the assignment. Option 1 <ul style="list-style-type: none"> • Have the students divide into pairs and decide who will be the interviewer first and who will be the candidate first. • The employer/interviewer will ask the candidate seven questions from the list of sample interview questions. Then, on the student interview worksheet, the interviewer will make

		<p>notes and give feedback the candidate's answers. The pair will then switch roles.</p> <p>Option 2</p> <ul style="list-style-type: none"> • Ask individual students to come to the front of the room. • The other students or the instructor will then ask the candidate several questions from the list of sample interview questions. • Have the class discuss what the candidate did well and how he or she could improve.
Conclude class	2 minutes	Conclude by re-emphasizing the importance of interviewing as a means of communicating who you are and what you have to offer employers.



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Student Worksheet for the Interview

Name _____ Class _____ Date _____

This exercise will help strengthen your interview skills through practice with a partner.

Review the sample interview questions below. Then find a partner and take turns conducting a practice interview. Decide which person is acting as the interviewer and which is acting as the candidate.

The interviewer will ask the candidate six questions, and using the review page, will note how well the candidate responds. Once you've completed six questions, switch roles so you each have the opportunity to ask and answer questions.

Remember to employ what you learned from the video. Plan to discuss your reviews with the rest of the class.

Reminders

- Employers usually make a decision about you in the first ten seconds.
- It is vitally important that you make a good first impression.
- Before the interview, learn as much as you can about the company.
- Remember to ask the interviewer insightful questions.
- Interviewers will likely ask questions that are designed to trip you up.
- Practice responding to common interview questions such as those listed below.

Sample Interview Questions

1. Tell me about your career goals.
2. Tell me about your greatest achievement.
3. Give me an example of a time when you had to think outside the box.
4. What negative comment would your last employer make about you?
5. What can you do for us that other candidates cannot?
6. Give an example of an occasion when you used logic to solve a problem.
7. Give an example of a goal you reached and tell me how you achieved it.
8. Describe a decision you made that was unpopular and how you handled implementing it.
9. Have you gone above and beyond the call of duty? If so, how?
10. What do you do when your schedule is interrupted? Give an example of how you handle it.
11. Have you had to convince a team to work on a project they weren't thrilled about? How did you do it?

12. Have you handled a difficult situation with a coworker? How?
13. Tell me about how you worked effectively under pressure.
14. What are your three most important work-related values? Please provide an example of a situation in which you demonstrated each value at work.
15. Think of a customer relationship you have maintained for multiple years. Please tell me how you have approached maintaining that relationship.
16. If your manufacturing facility shipped the wrong order to one of your important customers, describe how you would solve this problem both internally and externally.
17. The quantity of parts and the part numbers of our items available for sale change daily. Talk to me about how you have handled similar situations in the past.
18. If you are hired as our sales representative, you may see the need to change the organization of the department. How have you approached such situations in the past?
19. Give me an example of a time when your integrity was tested and prevailed in a selling situation.
20. What interests you about this job?
21. Why do you want this job?
22. What applicable attributes and experience do you have?
23. Why are you the best person for the job?
24. What do you know about this company?
25. Why do you want to work for this organization?
26. What challenges are you looking for in a position?
27. What can you contribute to this company?
28. Are you willing to travel?
29. Is there anything I haven't told you about the job or company that you would like to know?
30. What are you looking for in your next job? What is important to you?
31. What are your goals for the next five years? Ten years?
32. How do you plan to achieve those goals?
33. What are your salary requirements, both short-term and long-term?

Interview Worksheet

Interviewer name _____ Candidate name _____

Sample Interview Question Number	Response
Question # _____	What did candidate do well? What could candidate improve upon?
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