

**Subject: WORK IMMERSION**

**Topic: Pre- Immersion: INTERVIEW**

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**Grade: 12**

**Semester: SECOND**

**Week: 8**



**QUEST: Appreciating the importance of credentials by:**

**a. Job interview skill training**



### **EQUIP: INTERVIEW**

#### **Interview**

- a meeting in which someone asks you questions to see if you are suitable for a job or course.
- a formal consultation usually to evaluate qualifications (as of a prospective student or employee)

An employer will invite you for an interview if they believe that you have the skills to succeed at their company. In the interview, they will seek to evaluate your genuine interest in the company and the role, your preparedness for the position, and your potential to add value to their team. Your answers to the questions they ask will help them assess your skills, experience, and motivation.

Below, you will find suggestions on how to prepare for the interview, show yourself in the best light during the interview, and follow up after the interview.

#### **BEFORE THE INTERVIEW**

##### **RESEARCH THE COMPANY AND INDUSTRY**

Employers gauge your interest and motivation by how much you know about their organization. Do your research on the position, company, and industry.

##### **PREPARE THE KEY POINTS YOU WANT TO COMMUNICATE DURING THE INTERVIEW**

Prepare responses around these type of questions “Why are you interested in this position? Why are you a good candidate for this position?”, so that you will be ready for a wide variety of questions. Be prepared to demonstrate your skills with examples using the SARA method (Situation, Action, Result, Application).

##### **PRACTICE YOUR INTERVIEWING SKILLS**

Many people practice for an interview by writing answers to common interview questions. While organizing your thoughts on paper is helpful, you should supplement it with verbal practice, alone, or with a friend, mentor, or career counselor.

The interview is also a chance to learn more about the employer and the position. Think about what you’d like to learn more about the role, division, organization, and industry. Identify questions to ask the employer that will help you determine if this is the right position for you.

##### **DAY BEFORE THE INTERVIEW CHECKLIST**

- Review your notes, resume, cover letter, job description, and company/industry summaries.
- For an in-person interview, know the route you will take to the interview location and how much travel time you will need. Build in additional time to ensure you will not be late.
- Prepare an appropriate interview outfit.
- Make note of the name and title of the interviewer or the person you will check-in with.

- Have the following items prepared: copies of your resume, a list of references, a notepad, and pens.
- Get a good night's rest.

## **THE DAY OF THE INTERVIEW BEFORE THE INTERVIEW BEGINS**

- Be on time! Aim to arrive at least 10–15 minutes early.
- Bring the supplies you prepared the night before your interview.
- Be considerate and polite to all staff members.
- Put mobile devices on silent.
- Avoid any scents that may be distracting to the employer.
- Enter with a positive attitude.

## **DURING THE INTERVIEW**

- Listen carefully to the interviewer and make sure you answer the question your interviewer is asking.
- Relate your skills, accomplishments, and objectives to the needs of the company.
- Provide specific examples when possible using the SARA method (Situation, Action, Result, Application).
- Focus on the positive aspects of your training and experience. You don't have to apologize for any perceived lack of experience or background.
- Use clear and direct language. Avoid using filler words such as "um" or "like." Make your point and don't ramble.
- Maintain eye contact with your interviewer(s). If there are multiple interviewers, remember to engage with all of them.
- Be aware of your body language. Convey confidence and engagement with your posture.
- Observe the people and office space to get a sense of the company's culture.
- If you do not have the interviewer's contact information, request a business card so that you can send a thank you note.

## **AFTER THE INTERVIEW**

- Send a thank you note within 24 hours of the interview.
- Evaluate your performance. Did any questions stump you? Consider how you can improve your answers for the next interview.
- Think about what you learned about the position and employer during the interview.
- Assess how the position would meet your priorities and goals.
- After a first round interview you may be called back for additional rounds of interviews depending on the employer's process.

## **Below is a list of 10 common job interview questions:**

1. Could you tell me about yourself and describe your background in brief?
2. How did you hear about this position?
3. What type of work environment do you prefer?
4. How do you deal with pressure or stressful situations?
5. Do you prefer working independently or on a team?
6. When you're balancing multiple projects, how do you keep yourself organized?
7. What did you do in the last year to improve your knowledge?
8. What are your salary expectations?
9. Are you applying for other jobs?
10. Where do you think you'll be in five years?



### **MISSION:**

- By Pair, choose your own partner.
- Conduct an interview with your partner using the 10 Common Job Interview questions.
- Answer the questions thoroughly, in English.



### **STACK:**

Understanding the kinds of question, you'll likely be asked during a job interview can give you the opportunity to compose answers that best highlight your qualifications and why you're the right candidate for the job.

### **References:**

<https://dictionary.cambridge.org>

<https://www.merriam-webster.com>

<https://www.careereducation.columbia.edu/>

<https://hbr.org/2021/11/10-common-job-interview-questions-and-how-to-answer-them>



Name: \_\_\_\_\_ Quarter: **2<sup>ND</sup> SEM – 3<sup>RD</sup> QUARTER**  
Yr. and Sec.: \_\_\_\_\_ Week: **Eight**

**Practical Assessment in Work Immersion (Week 8)**

**MOCK JOB INTERVIEW with your WORK IMMERSION TEACHER**

- Prepare an Application Letter & Resume
- Prepare the supporting documents (Certificate, awards etc.)
- Dress up for the Interview
- Practice some interview questions
- Enhance your vocabulary & communication skills

( **ANSWER MAY VARY PLEASE CHECK THEIR OUTPUT** )