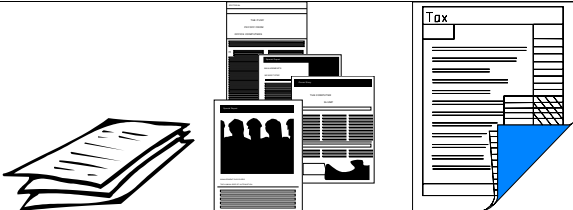


Interviewing for Your Job




Vocabulary

	<p>The <u>interviewer</u> is the person who asks the questions.</p> <p>The <u>interviewee</u> is the person who must answer the questions.</p>
<p>an interview</p>	

	<p><u>Documents</u> are important papers, such as ID cards, job applications, and tax returns.</p>
<p>documents</p>	

	<p>During greetings and introductions, if a person puts out his or her hand, shake it. Use a firm grip.</p>
<p>a handshake</p>	<p>shaking hands</p>

	<p>Dress for the job. A company president usually wears a suit. A factory worker usually wears work clothes.</p>
<p>dress appropriately</p>	

Getting Ready for Your Interview

Make a personal information sheet to take with you. You will need to say or write these things:

1. first, middle, and last name
2. work phone, home phone
3. present address
4. previous address
5. present job and when you started it
6. previous jobs and dates you worked each job
7. the name of your present supervisor
8. the name of your present job, your job duties, and skills you need for this job

What to Take to the Interview

Take the Personal Information sheet with you. It's OK to refer to it when answering questions and when filling out forms and applications. Also take the following items:

1. Social Security card
2. Documents that prove you can work in the United States, such as:
 - a. Alien registration card
 - b. Green card
 - c. Proof of citizenship
3. Florida driver's license or a Florida identification card

How to Look for Your Interview

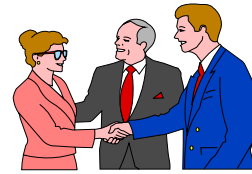
1. Be neat and clean. Dress neatly. Comb your hair neatly. Be sure you have clean fingernails.
2. Don't wear "flashy" clothes. Don't wear a lot of jewelry. Don't wear a lot of makeup.
3. Dress appropriately for the company and the job.



What to Do and Say at the Interview

1. Be prompt! (Don't be late.) Get there at least 15 minutes before your appointment.
2. Be relaxed. Don't chew gum. Don't crack your knuckles. Sit still.
3. Turn OFF your cell phone.

4. Be prepared to firmly shake hands with the people you meet.



5. Maintain eye contact with the interviewer and other people you meet. Do not look down. Look into their eyes. (This is very important in American job culture.)
6. Speak clearly. Speak up, so the interviewer can hear you easily. Don't rush your answers.
7. Answer questions with full answers. Avoid one-word answers.
8. Be honest. Always tell the truth. Do not give any false answers or false information about yourself.
9. If you do not know an answer, say, "I do not know."



Phonics with a Florida Twist

pr	silent h	h	l
prompt	honest	handshake	list
prepare	hour	help	last
prepared	hourly	him	least
preparation	honor	home	license
previous		Holly Hill	Lakeland
Princeton		Highland Park	Lee County

qu	s	c	ex
question	social security	common sense	experience
quit	see	company	example
quiet	say	contact	exit
quietly	sex	cooperate	extra
qualify	Sanibel Island	Cape Canaveral	extend
qualifications	Seminole Lake	Cortez	excuses

Word Study (Different Ways of Saying Almost the Same Thing)

Be polite.	Say only what is true.	Be clear.
Answer politely.	Tell the truth.	Speak clearly.
His politeness is nice.	Be truthful.	
	Answer truthfully.	

Clap the Stress

X	X x	X x x	X X x
dressed	judgment	interview	team player
smile	clearly	qualify	eye contact
skills	neatly	quality	
prompt	deadlines	previous	
best	answer	currently	
worst	license	presently	
first	number	properly	

x X	x X x	x X x x	x x x X x
on time	employer	experience	qualifications
relaxed	employment	cooperate	enthusiastic
polite	a handshake	ability	

Opposites

most	first	all	best
least	last	none	worst

someone	something	somebody	never
everyone	everything	everybody	always

Words to Use to Compare Things and Experiences

Answer these questions:

Do you like ice cream? _____

Do you like chocolate ice cream better than vanilla ice cream? _____

Do you like chocolate ice cream better than strawberry ice cream? _____

What flavor of ice cream do you like best? _____

Read the following list. Then circle the sport you like the most. Draw a line under the circle you like the least.

Baseball

Soccer

Tennis

Swimming

Words to Memorize (Irregular Adjectives)

Here are some words people often use to compare things or experiences or feelings. Memorize them. Interviewers often use these words.

<i>The Adjective</i>	<i>Comparative Form</i>	<i>Superlative Form</i>
good	better	best
bad	worse	worst
little	less	least
some or many	more	most

Write About It

Describe your job experience by putting a check (✓) under YES or NO for each item. If YES, tell WHERE.

Have you ever been:	YES	NO	If YES, WHERE?
1. a factory worker			
2. a delivery person			
3. a bus driver			
4. a sponge diver			
5. a police officer			
6. a construction worker			
7. an auto mechanic			
8. a teacher			
9. a mayor			
10. a nurse			
11. a doctor			
12. a secretary			
13. a waitress			
14. a maid			
15. a fisherman			
16. a farmer			
17. a salesman			
18. a nanny			
19. a cook			
20. a dishwasher			

Describe some of your job skills by putting a check (✓) under YES or NO for each item.

Can you operate:	YES	NO
1. a FAX machine		
2. a computer		
3. an answering machine		
4. a forklift		
5. an 18-wheeler truck		
6. a car		
7. a drill		
8. a fishing boat		
9. a blood pressure cup		
10. a microwave		

Questions Interviewers Often Ask

Where are you from? _____

Where do you work now? _____

What is your job there? _____

What jobs have you had in the past (previously)? _____

What do you like *most* about your present job? _____

What do you like *least* about your present job? _____

Why did you leave your last job? _____

What job are you applying for? _____

Why do you want this job? _____

What are your qualifications for this job? _____

Do you like working with people, or do you prefer working alone?

Do you have any hobbies? _____

What job skills do you have? _____

What machines can you operate? _____

Have you ever been arrested? _____

Personal Information Sheet

Mr.
 Mrs.
 Ms.
 Miss
 Dr.

First Name: _____

Middle Name: _____

Middle Initial (M. I.): _____

Last Name: _____

Maiden Name: _____

Full Name: _____

Social Security Number: _____

Alien Registration Number: _____

Florida Driver's License Number: _____

Florida Identification Card Number: _____

Current Employer (Company): _____

Work Phone: (____) - _____ Ext. _____

Home Phone: (____) - _____

Email: _____

Home Address:

Street: _____ Apt. #: _____

City: _____ State: _____ Zip Code: _____

Job History (starting with present job, describe your last 4 jobs):

JOB	DATE STARTED	DATE LEFT	REASON FOR LEAVING

Special Job Skills I have: _____
