

Interviewing for a Job

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Unit Topic:	Personal Management and Career Planning
Lesson Topic:	Interviewing for a Job
Class:	Agricultural Technology
Standard:	4. Personal Management and Career Planning Interviewing for a job
LK Precept:	M. Communication: M2. Demonstrate professional job seeking skills.
Objectives:	Students have basic knowledge in demonstrating how the interview process is important in obtaining a job in an agriculture field. <ul style="list-style-type: none">• Determine the importance of first impressions• Identify key components of first impressions• Demonstrate:<ul style="list-style-type: none">○ Proper handshaking○ Proper introductions○ Proper posture• Determine proper attire• What to do during the interview.
Materials:	Teachers PowerPoint Students PowerPoint NDFFA Employment Interview Score Sheets Interview Questions

- **Interest Approach**

*Have some dress up in a weird out of the ordinary outfit pretending to be a doctor.
(example smells, bibs, hat)*

Today we are going to have a guest speaker; Dr. _____ from _____ is here to talk to you about interviewing for a Job. So put your hand together form Dr._____.

Dr. _____ will say:

- **Thanks for having me here today I have spent many years in this field and have come up with ten steps to an excellent interview. They are; determine the importance of first impressions, Identify key components of first impressions, Demonstrate: proper handshaking, proper introductions, proper posture, and determine proper attire, Learn about the Potential employer, interview preparation, possible questions from the interviewer, questions to ask the interviewer, and**

what to do during the interview. (*Act like you are missing something*) **I have seemed to have left the handout in the car. If you would excuse me I will be right back.**

When the Dr. returns he will just be in regular clothes.

- Question to ask the students
 - What popped into your head when you saw the doctor?
 - Anticipated Responses
 - Who is this guy?
 - He is weird.
 - Why is he here?
 - Did your impression of him change when he came back into the room? Why?
 - Yes he does not look like a bum of the street.
 - Why are first impressions important?
 - First impressions put a picture of what the person is like.
 - Think about the time when you may have come off a little odd was it because of the first impression?
 - Would anyone like to share?

Teaching Procedure

Crayon e-Moment

Every time we go over a key point have them highlight it.

- Let's see how you can make a great first impression, take out a sheet a paper and pencil.
 - **What makes a good first impression?**(Wave Hand like HI)
 - Proper handshake
 - Proper introduction
 - Good posture
 - Neat appearance:
 - attire
 - grooming
 - personal hygiene
 - How long does it take to make an impression?
 - 15-30 seconds
 - Why are first impressions so important?
 - They set the mind set about a person.
 - **Handshake (Hand Shake)**
 - How do you give a proper handshake?
 - Firm
 - 3-5 sec
 - Turn to your neighbor and practice a handshake.
 - How should you introduce yourself?
 - First name....1...2....3....last name
 - Turn to your neighbor and practice introducing yourself?
 - Now introduce your self in a weird way.
 - Did it feel different? What was your first thought?
- Great stand up! Now sit down if at an interview.

- Proper Posture
 - Sit up
 - Sit on edge of seat
 - Place feet underneath you
 - Lean slightly forward
 - What make the posture at an interview so important?
 - So you look engaged.
 - Why do you want to be engaged?
 - To show that you really want this job.
- Professional Dress for Women
 - A business suit-blue, gray, black
 - Keep skirt length appropriate: hemline no shorter than the bottom of the knee
 - Wear quality fabrics
 - Shoes that match
 - Solid colors
 - One ring per hand
 - One set of earrings
- Professional Dress for Men
 - Conservative color for suit, ex. Blue, gray, black
 - A white collared shirt with a conservative tie, no wild patterns (cartoon characters)
 - Socks need to match suit
 - Professional Dress for Men
 - Don't wear athletic socks
 - Shoes need to be shined
 - Don't wear accessories (a watch is fine)
 - Avoid wearing a suit that you can tell is from an expensive designer
- Tips for Men and Women
 - Hair should be trimmed, neatly arranged, and clean
 - Fingernails should be neat, clean, and trimmed
 - Avoid using colognes, scented powders, and perfumes
 - Keep pockets empty of tinkling coins
 - No gum, candy, or cigarettes
 - Women: Don't wear too much makeup
 - Keep hair pulled back and out of face
 - Be conservative: earrings, piercing,
- Why is clothing so important?
 - Gives you the first impression?
 - Other tips!
 - A good rule of thumb is....Dress one step up from what a person in the business would wear everyday Hole in One E moment

- Hole in One e-Moment: Learners have the opportunity to practice the interview in their mind before the heightened challenge of public performance. As well as, enhances learners' visual-spatial, bodily-kinesthetic and intrapersonal intelligences.
 - That is great let's put procedure into practice. First turn to a neighbor, introduce yourself. Excellent now turn to your other neighbor and give them a handshake. SUPER. Let's put it all together turn to your neighbor and introduce yourself.
- Great now get your notes out.
 - It's Time
 - Use good manners and appropriate gestures.
 - Pay attention to the interviewer.
 - Ask appropriate question about the job.
 - Have necessary personal reference information with you.
 - **Body Language (Wave arms)**
 - Don't be a slouch!!
 - Keep your head up!!!
 - Make eye contact. (40-60% of the time)
 - Smile. (don't over smile)
 - What do you think I mean by over smiling?
 - Hands
 - Don't jingle with change, play with ring or fiddle with tie.
 - Have hand clasped in front of you.
 - Voice
 - Keep pitch low.
 - Don't start by apologizing
 - Do's
 - Act Natural
 - Be Prompt
 - Carry out promises
 - Allow Employer to express ideas.
 - Follow Procedures
 - Be Clear and Precise
 - **Listen Effectively to Interviewer (Hands to Ear)**
 - Don'ts
 - **Be Late (Point to Watch)**
 - Present an Extreme Appearance
 - Come unprepared
 - Oversell yourself
 - Become Impatient
 - Try to be funny
 - Put emphasis on salary
 - Criticize yourself
 - Talk too much and control interview

- Closure of Interview
 - Stand
 - **Thank them for their time. (Thumbs UP)**
 - Shake hands, look them in the eyes and smile
 - Ask for a business card (from them or the secretary).
 - Ask them when they will make their decision.
 - Tell them you will call at that time to hear their plans
 - Send a thank you note to anyone you may have met.

- **Link**
 - Take a deep breath now release, listen to the story of Jon. Think about the things we just learned and see if Jon could have done things differently.
 - Jon has just finished college and is going to job interview of his dreams. Jon just received his master's degree in Agriculture Communications; and he is applying at John Deere to be their Assistant Communication Rep. Jon gets a good night sleep the night before the interview. Jon goes into the interview feeling well prepared. He shows up just in time 2 minutes before he had to be there. While in the interview Jon sit with his feet crossed sitting back and relaxing? When Jon finished the interview he felt he answered there questions the best he could. Two days after his interview Jon received a call from Jane Doe the Director of Communications at John Deere. Jane told Jon that they have hired another applicant for the position. Jon starts to wonder where he went wrong. Jon did everything to the T, his Resume, Cover letter, and job application looked super. Jon wonders what he could have done differently.
 - Reflect back on the story of Jon. With your neighbor answer the following questions. What is one thing Jon could have done differently? What did Jon do a good job at?
 - *See if they get he did not prepare beforehand.*

- **Summary/Review**
 - Go over the 7 steps to a successful interview with the students.
 - Stand up stick out your arms and touch your toes are you ready to go?
 - Review 7 steps to a successful interview
 - Arrive on time (**Point to watch**)
 - Introduce yourself in a courteous manner (**Wave Hand**)
 - Have a firm handshake. (**Show handshake**)
 - Listen. (**Hand to Ear**)
 - Use body language to show interest. (**Wave arms**)
 - Smile, nod, and give nonverbal feedback to the interviewer. (**Smile**)
 - Thank the interviewer. (**Thumbs up**)

- Review several times to make sure they know the information.

Eyewitness News Moment

- Take a sheet of paper and pencil out.
- Think of five questions to ask a professional to have a great interview. Write them down on the paper
- *Ask some of the students to share their answers to make sure they are on the right track.*
- When I say UFFDA get into groups of two, one person will be the Reporter from WDAZ and reporting on interviewing for a job. You will be interviewing DR. (Last Name) from the University of North Dakota. The Interviewer is to find out what you need to have to have a great interview. This is to be done in 5 minutes; at that point when I say (Salem Sue) you will switch roles. The Reporter will be the Dr. and the Dr. will be the Reporter Get out your microphones!!!! UFFDA

- **Independent Activity/Follow up Lesson**

- *Students are to keep working on resume, they are then to pick a job that they are interested in, fill out a job application, and write up a cover letter. Mock interviews will then be held in class. (SEE ASSESSMENT)*

- **References**

- http://ag.arizona.edu/desert_roses/index.htm
- <http://www.geocities.com/optimalbiz/interv.html>
- <http://www.glenroseffa.org/>
- <http://www.berst.org/heaktlth.asp>

Assessment:

During Mock Interview students will be graded on application of knowledge in class presentations, cover letter, resume, and application. Mock interview will be done by someone in the business community. (USE NDFFA Job Interview Score Sheet)