

Name _____ Date _____

Final Internship Project: Mock Job Interview

Directions:

Part I:

Prepare for a mock interview for your Internship final on Tuesday, May 23.

You will need to obtain a plain manila folder with all the materials you will need to present at the time of your interview. Please use the checklist below:

1. Job application filled out **neatly** and **legibly**.
2. Three copies of final draft of cover letter
3. Three copies of final draft of resume
4. Three copies of a letter of **recommendation**- you may get this from a teacher, EP, parent, or any other adult that can vouch for you and your abilities.

Please prepare by reading the following handouts carefully:

The Job Interview
The Job Interview-Nonverbal Mistakes to Avoid
Most Common Reasons Why People are not Hired
Practice Interview Questions
Legal and Illegal Questions

Part II

Write a thank you letter to the interviewers following guidelines in your packet, and e-mail it to me.

Grading Rubric

Portfolio/folder is complete with all the documents listed____/25
Rating by the interviewer____/25
Thank you letter to the interviewing panel in **final draft form**____/25

Total: ____/75

The final test based will count as an additional 25 pts.

The Job Interview

"FIRST IMPRESSIONS"

Employers almost always interview prospective employees in person. The employer wants to meet you to find out your ability to communicate, what your personality is like and what your skills/Qualifications are for the job. It is very important that you make a good first impression when you meet the interviewer for the first time.

FIRST IMPRESSIONS:

1. Be on time or early for the interview. If late for the interview the employer will believe that you may always be late for work.
2. Go alone to the interview. Leave friends outside or at home. The boss might think your friends will be visiting you at work or that you lack self-confidence.
3. Before the interview, learn something about the company. Know what products or services are involved. They may ask what you know about the company.
4. Dress well. Wear clean, ironed clothes. Men can wear a tie and coat if appropriate for the job or to make a better impression, otherwise a clean shirt and pants is ok. Women can wear dresses, skirts, or pants, and a jacket.
5. Avoid excessive or way-out makeup, clothes, or accessories. This tends to draw undue attention to the way you look. Stress qualifications, not looks.
6. Never wear sunglasses, especially mirrored sunglasses to an interview. It gives the impression that you are hiding something and that your answers might not be the truth.
7. Beware of odors, both good and bad. It is just as distracting for the interviewer if you have excessive perfume or after shave on as it is if you forgot to brush your teeth or use deodorant.
- B. Express your interest by your walk, don't lazily stroll into the office. Walking very slowly might give the wrong impression.
9. Stand up straight, hands out of your pockets. Don't lean on the walls or desks. This may give the impression that you are lazy.
10. When you sit, sit alertly, don't slouch. It makes you appear lazy.
11. Never sit down until the interviewer offers you a chair. Don't walk in and make yourself at home; it is a formal affair.
12. Shake hands if the interviewer offers to, but not until then. Always shake hands firmly.
13. Speak clearly and loudly enough to be easily heard. A soft, quiet voice gives the impression that you are either shy or slow.

14. Do not chew gum or smoke. Gum chewing distracts from the interview and may annoy the interviewer.
Never smoke, even if this opportunity is offered. When hired, you can work out a place and time to smoke at work. People can be sensitive, be careful.
15. Avoid acting nervously. Try not to fidget, play with jewelry, your hair, items on the desk, etc.. Be relaxed, stay calm, be yourself.
16. Watch for reactions from the interviewer. Look for signs of boredom, disbelief or acceptance. Work for positive reactions.
17. Smile and look the interviewer in the eye. Try to make occasional eye contact when answering questions.
This shows sincerity and trust.
18. Use proper English. Avoid slang. Be frank and truthful. Avoid arguing and be polite.
19. Leave your troubles at home. Don't discuss personal problems.
20. Don't stay too long. Thank them for the interview and leave. It is proper to ask when you will hear if you are hired.

HINTS:

- Be prepared to answer questions before you go for the interview. Try to think of how you would answer commonly asked questions.
- Be flexible about conditions and hours you will work.
- Be prepared to take a test or to demonstrate a skill.
- Bring samples of your work, letters of recommendation, a resume, references, or other items to show your skills and qualifications. A portfolio containing these documents would show these materials well. Be prepared to leave the portfolio with the employer so bring copies and leave the originals at home.

The Job Interview

Nonverbal Mistakes to Avoid

Practice what to say, but it is just as important to practice how you speak. Your non-verbal actions are part of making an impression.

1. The Handshake:

Avoid a limp, loose, or damp hand shake (Handshake should be firm and dry)

2. Your Posture:

Avoid slouching. You will look tired and uncaring. (Stand and sit erect) Show interest.

3. Eye Contact:

Avoid looking around while speaking or you will appear to lack confidence or discomfort with the subject. (Look the interviewer in the eye)

4. Your Hands:

Don't get carried away using the hands when speaking. Avoid gestures that are distracting such as constantly rubbing your hair or touching your face, etc. (Practice speaking in front of a mirror and look for habits)

5. Don't Fidget:

It's very distracting to an interviewer if you constantly play with your hair, click a pen, tap a foot; or repeatedly make the same motion. (Practice in front of a mirror and look for habits)

MOST COMMON REASONS WHY PEOPLE ARE NOT HIRED

- Bad personal appearance
- Too aggressive
- Unable to express self clearly
- Poor interest and enthusiasm
- No career planning, no goals
- Overly nervous, under confident
- Too much emphasis on money
- Not willing to start at the bottom
- Discourteous
- Immature
- Speaks ill of former employers
- Cannot make eye contact with interviewer
- Messy application form
- Late arrival for interview
- Did not show appreciation for interviewer's time
- Asked no questions about the company
- Could not give direct answers when questioned

Practice Interview Questions

- What can you tell me about yourself?
- Why do you want to work for this company?
- Why have you chosen this field as your career?
- Why did you leave your last job?
- What salary do you expect?
- What are your career objectives five years from now? Ten years from now?
- What do you feel your strong points are? Your weak points?
- Which courses did you enjoy most in school?
- Have you had trouble with any courses in school? Why?
- How would you describe yourself?
- How has your education prepared you for this position?
- How do you define success?
- In what way do you think you can make a contribution to this company?
- What type of relationship do you feel should exist between a supervisor and subordinates?
- What was your most rewarding experience during school?
- Do you have plans to continue your education?
- What have you gained from your extracurricular activities?
- Are you more comfortable working in a large group or with just a few people?
- How do you think you work under pressure?
- What do you know about this company/job?
- What do you feel is the most important aspect of a job?
- Are you willing to relocate? Travel? Work overtime?
- How do you spend your spare time?
- How well do you get along with other people?
- Why should I hire you?

Legal And Illegal Questions

INTERVIEWS & APPLICATIONS

- | Legal | Illegal | (Place check mark) |
|--------------------------|--------------------------|--|
| <input type="checkbox"/> | <input type="checkbox"/> | 1. Ask the applicant if he/she has ever worked under another name. |
| <input type="checkbox"/> | <input type="checkbox"/> | 2. Ask the applicant to name his/her birthplace. |
| <input type="checkbox"/> | <input type="checkbox"/> | 3. Ask for the birthplace of the applicant's parent/guardian, spouse, or other close relatives. |
| <input type="checkbox"/> | <input type="checkbox"/> | 4. Ask the applicant to submit proof of age by supplying birth certificate or baptismal record. |
| <input type="checkbox"/> | <input type="checkbox"/> | 5. Ask the applicant for his/her religious affiliation, name of church, parish, or religious holidays observed. |
| <input type="checkbox"/> | <input type="checkbox"/> | 6. Ask the applicant if he/she is a citizen of the United States. |
| <input type="checkbox"/> | <input type="checkbox"/> | 7. Ask the applicant if he/she is a naturalized citizen. |
| <input type="checkbox"/> | <input type="checkbox"/> | 8. Ask the applicant for the date when he/she acquired citizenship. |
| <input type="checkbox"/> | <input type="checkbox"/> | 9. Ask the applicant if he/she has ever been arrested for any crime, and to indicate when and where. |
| <input type="checkbox"/> | <input type="checkbox"/> | 10. Ask the applicant to indicate what foreign languages he/she can read, write, or speak fluently. |
| <input type="checkbox"/> | <input type="checkbox"/> | 11. Ask the applicant how he/she acquired his ability to read, write or speak a foreign language. |
| <input type="checkbox"/> | <input type="checkbox"/> | 12. Ask the applicant about his/her past work experience. |
| <input type="checkbox"/> | <input type="checkbox"/> | 13. Request the applicant to provide names of three relatives other than one's father, husband or wife, or minor-age dependent children. |
| <input type="checkbox"/> | <input type="checkbox"/> | 14. Ask the applicant for his wife's maiden name. |
| <input type="checkbox"/> | <input type="checkbox"/> | 15. Ask for the maiden name of applicant's mother. |
| <input type="checkbox"/> | <input type="checkbox"/> | 16. Ask for the names of the applicant's brothers and sisters. |
| <input type="checkbox"/> | <input type="checkbox"/> | 17. Ask the applicant for a list of names of all clubs, societies, and lodges which he/she belongs to. |
| <input type="checkbox"/> | <input type="checkbox"/> | 18. Ask the applicant to include a photograph with his/her application for employment. |
| <input type="checkbox"/> | <input type="checkbox"/> | 19. Ask the applicant for addresses of relatives to be contacted as references. |
| <input type="checkbox"/> | <input type="checkbox"/> | 20. Ask the applicant during the interview for a date. |

Legal And Illegal Questions

Interviews & Applications (Answer Sheet)

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INTERVIEW RATING SHEET



Listed below are some qualities used to rate potential employees during an interview. After practicing an interview, how do you think you rate on these?

	Above Average 5	Average 3	Below Average 1
Ability to Talk			
Aggressiveness			
Appearance			
Courtesy			
Enthusiasm			
Intelligence			
Maturity			
Personality			
Poise			

Using the values given under each category, add the score for your answers and determine your rating on the following scale:

- 36 - 45 Ready for the interview
- 27 - 35 Might handle it; could use more practice
- 9 - 26 Definitely need more practice

SUMMARY

To Do Or Not To Do, That Is The Difference

DO

- Prepare a complete, attractive résumé that stresses your qualifications in a positive manner.
- Get permission from people you plan to use as references.
- Write an effective cover letter that really sells "you."
- Fill out the application completely, accurately, and legibly.
- Use the completed résumé as a reference for filling out the application.
- Arrive for the interview a few minutes early.
- Dress appropriately for the interview.
- Go to the interview alone.
- Bring résumé, social security card, work permits and licenses to the interview.
- Greet the receptionist and the interviewer courteously.
- Present yourself with confidence.
- Research the company.
- Be prepared to answer questions about yourself and your qualifications.
- Be prepared to ask questions about the company.
- Smile.
- Follow the interview with a thank-you letter.

DO NOT

- Do not present a résumé that was hastily put together or has typographical errors and smudges.
- Do not use a general, all-purpose résumé.
- Do not give inaccurate information.
- Do not present an application that is unreadable or incomplete.
- Do not arrive late for an interview.
- Do not wear jeans, wrinkled clothing, or outrageous jewelry to an interview.
- Do not overdo perfume or aftershave.
- Do not take friends or family to an interview.
- Do not act as if the receptionist and interviewer are doing themselves a favor by seeing you.
- Do not forget your manners.

Thank You Letter After A Panel Interview

November 19, 2007

Michael Brown, Esq.
Skadden, Arps, Slate, Meagher & Flom
One Beacon St.
Boston, MA 02108

Dear Mr. Brown:

Thank you for meeting with me yesterday. I enjoyed learning about the firm's corporate practice as well as the structure of the summer associate program.

I appreciate your efforts to arrange for me to meet with members of the Finance, Corporate, and Mergers & Acquisitions Departments. Please thank Nancy Thompson, Mark McConnell, and Steve Banks for taking the time to meet with me.

I am very excited about the possibility of joining Skadden next fall. I believe that I can make a valuable contribution to the firm given the combination of my academic training and practical work experience.

Please let me know if I can provide you with any additional information to evaluate my candidacy. I look forward to hearing from you soon.

Sincerely,

Kerry Thomas

THANK YOU FOR THE INTERVIEW LETTER EXAMPLE

Written correspondence with a potential employer is one of the most effective ways to display your communication skills. Take advantage of this opportunity by sending a thank-you letter after you have had an interview and especially after an interview associated with a company visit. Sending a thank-you letter is also a simple matter of courtesy.

A Few Guidelines to Follow:

1. As soon as possible after the interview or company visit, a letter should be sent to express your appreciation for the time the interviewer spent with you.
2. Use this as an occasion to add information, not covered in the interview, that you feel the employer needs to know about you and/or your qualifications for the position.
3. Use this as an occasion to clarify any information you feel was not accurately shared during the interview.
4. Use this as an occasion to supply additional information that was requested by the employer during the interview.

Street Address
City, State, ZIP Code

(Date of Writing)

Ms. Blank, President
XBlank Consultants, Inc.
900 State Street
Chicago IL 00000-0000

Dear Ms. Blank:

Thank you for the opportunity to interview for the _____ position on Friday, *(Date of Interview)*. I enjoyed meeting you and learning more about your company. I am extremely grateful for the opportunity to learn more about XBlank Consultants, Inc. and am very interested in the employment possibility.

Optional paragraph(s) –(see suggestions below for possible applicable paragraphs.)

This position offers an incredible opportunity and I am confident that with my experience and education, will significantly contribute to your company. Also, I am excited about the challenge this position presents and look forward to possibly working with you.

Again, thank you for the time and courtesy you extended toward me. I appreciate the opportunity to be a candidate for the _____ position. Please contact me at (555) 555-0000 if I can provide you with any additional information.

Sincerely,

(Handwritten Signature)

Enclosure

Your Name Typed

1. Paragraph to add information not covered in the interview—(In reviewing the interview, I realized that we did not discuss the area of I failed to mention that my summer employment provided an opportunity for development of some expertise in the ... aspect of ...)

and / or

2. Paragraph to cover information unsatisfactorily presented in the interview—(Reflecting upon the interview, I feel that I did not accurately answer your question about travel, schedule requirement, etc... I may have conveyed hesitancy about (travel or extra working hours, or other special considerations). Your later explanations and descriptions of the job revealed to me the fact that I would find the situations mentioned to be of no real obstacle to me ...)

Thank you - Following up after an interview

Your post-interview thank you message should meet the following objectives:

- Thank *each interviewer* for his/her time (collect business cards so that you'll have your interviewers' contact information)
- Mention specifics from your interview, e.g., "I enjoyed our discussion about [topic]" or "I appreciate the information you shared about your organization's [describe something you learned]."
- Reiterate your interest in the position and remind the interviewer of the top skills you would bring to the job

Sample Thank You

*Note: This sample is intended as a guide and should not be copied. Letters written in your own voice will carry more weight with potential employers.

Subject line: Thank you from [Your Name]

Dear Ms. Mandel,

I enjoyed meeting you yesterday and learning more about your research and design work. Thank you for the opportunity to interview for your process engineer position.

My enthusiasm for the position and my interest in working for XYZ Company has increased as a result of our discussions. My education, particularly [name of course], and experience with [describe a few competencies that align with the employer's needs] match well with your job requirements.

I want to convey my strong interest in the position and in working with you and your staff. I am ready to provide you with any additional information. If this would be helpful, please contact me at 617.555.8762 or your.name@tufts.edu.

Thank you for the interview and for your consideration.

Sincerely,
Your Name

Send your thank you email within 24 hours of your interview. You may also send a hand-written note if you mail it immediately after your interview (and your handwriting is legible!)

Letter of Acceptance

Subject line: Acceptance letter from [Your Name]

Dear Mr./Ms. Last Name,

Thank you for your offer of employment as a Field Analyst with FAST Systems. I am pleased to accept your offer and I have enclosed the Employee Application that you requested.

To confirm my understanding of the offer, I am to begin work in the Brighton office on Monday, July 5, with annual compensation of \$40,000 plus benefits.

I look forward to joining FAST Systems and to making a solid contribution to your work.

Sincerely,
Your Name