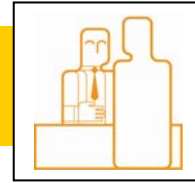


# Interviewing For a Job



Name: \_\_\_\_\_ Date: \_\_\_\_\_

## ASSESSMENT CHECKLIST

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1. What are the purposes of a job interview?

\_\_\_\_\_  
\_\_\_\_\_

2. List five ways to prepare for an interview:

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_
4. \_\_\_\_\_
5. \_\_\_\_\_

3. How can you make a good impression with your appearance during the job interview? List eight ways.

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_
4. \_\_\_\_\_
5. \_\_\_\_\_
6. \_\_\_\_\_
7. \_\_\_\_\_
8. \_\_\_\_\_

4. List three ways you can create a good impression when you arrive at the job interview.

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_

**ASSESSMENT CHECKLIST - CON'T**

Name: \_\_\_\_\_ Date: \_\_\_\_\_

**5. List seven examples of correct behavior during the job interview.**

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_
4. \_\_\_\_\_
5. \_\_\_\_\_
6. \_\_\_\_\_
7. \_\_\_\_\_

**6. List five questions usually asked during an interview.**

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_
4. \_\_\_\_\_
5. \_\_\_\_\_

**7. List three questions you may ask during the job interview.**

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_

**8. List two ways to follow-up a job interview.**

1. \_\_\_\_\_
2. \_\_\_\_\_