**How to Conduct Yourself During a Job Interview**

**Behavior Objective:** Students will learn to prepare thoroughly for a job interview through self-assessment and simulation techniques.

**Establish the Need:** Everyone should learn to prepare for a job interview by acquiring the skills needed. Especially, one should know ahead of the interview what qualifications the job requires. Only select jobs that interest you and where there is potential for growth.

**Introduction:** The teacher explains that a self-analysis is important in making career decisions, which can result in successful work experience. Before you go to an interview, decide which skills you have to offer the employer in the job for which you are being interviewed. The teacher might ask the student to suggest words to describe characteristics the student needs for a successful job interview. The teacher might ask for positive as well as negative attributes.

**Identity Skill Components:** Write the following skill components on the board.

1. Bring your resume.
2. Be prepared to fill out an application.
3. Be on time.
4. Dress correctly for the interview.
5. Be courteous and sit quietly.
6. Be enthusiastic when you express what you like.
7. Keep your hands still.
8. Look at the interviewer.
9. Listen carefully and attentively.
10. Prepare, in advance, for each particular interview.
11. Know the tasks to be performed in the job for which you are applying.
12. Answer questions carefully, specifically, honestly, concisely, and to the point.
13. Address the job duties as you see them.
14. Explain your interest in this particular job by explaining your strong points.
15. Explain why you especially like this job.