Independent Living Program Activity Card **Category: CAREER**

Activity: **Go On a Job Interview**

Description: The objective of this assignment is to help you develop your interview skills as well as help you find employment. Each job you have gives you more experience and knowledge. Your ability to have a successful interview will help you feel confident and prepared for the future. Use the attached form to help you prepare for your interview. Finally, go on a job interview.

You may earn up to $8.00 OF Dollars for each interview you attend. Please ask for a business card of the person you had an interview with and turn it in with this activity card.

EXTRA CREDIT - You may earn an extra $3 for asking your caregiver the questions on the Extra Credit sheet, writing down their answers, and having them sign the bottom.

Total Dollars Earned:

$ (ILP Use Only)	Notes:	**Goal:** **8:2**

Date: _____

Youth Signature	Date of Birth
Print Name (Youth)	Group Home (If Applicable)

Receipt

(ILP Use Only)

Go On a Job Interview

Find a job that interests you. You may utilize the Orangewood Resource Center and use the job board as well as the job book to find different jobs in your area. You can also use www.monster.com and or www.ocjobfinder.com on the internet and enter in your desired job information along with the city in which you prefer to work. Another good source for finding available jobs is the job-listing section in your local newspaper(s).

Answer the following questions to help you prepare for your job interview, then turn in to receive credit.

Employer: _____

Location: _____

Job Title: _____

Important tips for your interview:

1. Your interviewer may have some challenging questions for you such as;

"What sets you apart from the other applicants?"

To answer this question, take into consideration what it is that the employer needs and what it is that you can provide. Consider the key elements of the job and how you can add value to the organization. (hard working, dedicated, honest, reliable, etc.)

Your Answer:

"**Tell us about yourself.**"

Your answer should be no more than one minute long and include a description of where you have worked recently as well as what you would like to do next. Why are you interested in this company?

Your Answer:

Remember the three Rs!!!

Research… the job, the organization, the market, the industry
Rehearse…have good responses ready.
Relax…enjoy the experience because you are prepared!

2. Don't forget what to wear!

The following ideas can never be neglected:

- Look clean and neat. Make sure that your hair is done appropriately. Women - do not wear wild hairdo's. Men - get a trim of head and facial hair.
- Do not wear a perfume or cologne as many people are allergic. Bathing with a good quality bath soap will leave a light scent. You will be nervous and a gentle scent can mask the perspiring you may be doing. An unscented antiperspirant can be used.
- Cover any tattoos and avoid gaudy jewelry. Definitely limit pierced jewelry to ears only. Do not wear nose or tongue jewelry

MEN

- Wear a suit or sport jacket with color coordinated trousers
- The color should be neutral or dark - blue, black or gray is best
- Wear a tie - even if you will never wear one after you get the job
- Shoes should be leather - clean and polished - black is best
- Make sure your nails are trimmed and that they are clean.

WOMEN

- Wear a classic suit or a simple dress with a jacket. This is not a time to be provocative or sexy. Some appropriate colors are navy blue, black, dark green, dark red, burgundy, or gray.
- Dress in a higher style that the position calls for but do not attempt to out dress everyone there.
- Avoid wearing clothes that are tight, revealing or trendy. It may be the very latest fashion but it will not impress the interviewer
- Fingernails should be trimmed to a length that doesn't leave an observer wondering how you keep from stabbing yourself. The polish should be closer to a color your mom might wear than to a color that your kid sister would go for.

What will you be wearing? (include all areas, even your jewelry)

3. Make sure you have a reliable ride!

Do you have a car? Does a friend or family member drive? Do you need to take the bus?

Check out www.octa.net for bus routes to your interview. If you are using a car, check out www.mapquest.com for directions from your location to the interview. You can come into the Orangewood Resource Center to learn how to get a bus pass. ILP eligible youth may qualify for a free monthly bus pass. If you qualify, call SSA at 714) 704-8894 and slowly record your name, address, phone number, social security number and your date of birth. Make sure to practice before the actual day, just in case you get lost.

How will you be getting to the interview? (include directions)

EXTRA CREDIT

Use this opportunity to learn a little bit more about your caregiver by asking them the following questions and writing down their answers. You can earn an EXTRA $3 for completing this sheet and having your caregiver sign the bottom.

1. What was your first interview?

2. Was it a one on one or group interview?

3. Did you prepare for the interview? How?

4. What was something you wish you would have done prior to the interview?

5. Did you get the job?

6. Any advice on the clothes I should wear for an interview?

Please have your Caregiver sign below that they discussed these questions with you to receive full credit

Caregiver Name _____ Caregiver Signature _____