

Topic: Employment
(International Catholic Migration Commission, Overseas Processing Entity,
Zagreb)

Activity: Selling Yourself (Self-Confidence and Interviewing)

Introduction	<p>In the U.S., the purpose of the job interview is to select the best candidate for the position.</p> <p>In this activity, participants will practice promoting their skills and abilities.</p>
Objectives	<p>Given a job title, participants will be able to formulate a list of appropriate interview questions to the extent that they can choose the five most important questions.</p>
Materials	<ul style="list-style-type: none">• Job titles for each group• A sheet of paper for each group• Employment Handouts with sample questions and ways to state your skills (sample included)
Practice	<ol style="list-style-type: none">1. Divide the class into 3 groups. Give each group the same job title.2. Each group prepares a job description for the job title and prepares a list of questions that they think an employer would ask a "candidate" during an interview.3. One person from each group is chosen to do a mock interview. While the facilitator interviews each "candidate," the other candidates wait outside.4. After completing all interviews, each group decides which candidate performed best during the interview. They cite examples to support their decisions.
Debrief	<p>Focus on recalling what questions were asked and the purpose of the questions. Establish general principles for preparing for and answering interview questions, including non-verbal communication. The participants establish the five most important interview questions. If there is time, ask the participants to select the one that they think is most difficult to answer. Allow them one minute to think of the answer, and then ask each participant to state it aloud.</p>
Variations	<ol style="list-style-type: none">1. If there are fewer than ten participants in your class, ask each one to answer one of the questions. Instead of the class deciding who gets the job, the facilitator decides, and the class has to guess the reasons for his/her decision.

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Employment Handout for Interviewing Skills

Why should I give you the job? **SELL YOURSELF!**

Because I am ...

Courteous/Polite	Thorough	Responsible
Assertive	Reliable/Dependable	Ambitious
Honest	Good with People	Patient
A Team Player	Disciplined	A Self-Starter
Easy Going	Capable	Enthusiastic
On Time/Punctual	Organized	Cheerful
Imaginative/Creative	Resourceful	Friendly
Determined		

Age-Related Qualities

Because I am ...

<u>Over 30</u>	<u>Under 30</u>
Stable	Flexible
Mature	Enthusiastic
Experienced	Strong
Responsible	Fast Learner
Married	Single

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Serious	Open
Long-Term Employee	Willing to Accept a Short-Term Position

Because I can ...

Use (name of tool)	Work on weekends	Handle money
Operate (name of machinery, vehicle, office equipment)	Work overtime	Draw
Read (name of language/s)	Work on holidays	Cook
Write (name of language/s)	Work all shifts	Sew
Speak (name of language/s)	Work every day	(other skills ...)

Because I ...

- Love work
- Want to be a part of your team
- Speak English well

There is no second prize in a job interview.

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