

Unit: Mock Job Interview

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Day 1 – Mock Job Introduction – 45 minute class

- Discuss why they may want to get a job in high school. (saving for college, saving for a car, helping their families out with expenses)
- Discuss where they would look for a job. (online, in person, through friends/family)
- Distribute the packet of job descriptions. (I copied these from actual job postings. All of the companies are located near our school.)
- Remind them that the job they choose is the one they will be working with for the next couple of weeks.
- If students complain that they don't like the jobs in the packet, explain that sometimes when you need a job, you take what you can get. ☺
- **HOMEWORK**: *Engage the families* by assigning "First Job" which has the student interview an adult in their lives.

Day 2 – The Job Application – 90 minute class

- Discuss "First Job" and what they learned about their parents/guardians
- Read "How to Fill Out an Application."
- Highlight mistakes found in "Maddy's" sample application.
- Complete Rough Draft of Sample Job Application
- **HOMEWORK**: Complete "Professional References" section

Day 3 – Peer Edit Job Application – 45 minute class

- Students use highlighters to find mistakes in a classmates application. (just like they did with "Maddy's" application)
- Have students pass their application to the person on their right, then to the person on their left.
- Have students discuss the mistakes they found with their peer editing partners.
- Turn these applications into the instructor for a final edit.

Day 4 – Final Draft of Job Application – 45 minute class

- Instructor passes back rough drafts.
- Students use INK to complete their final drafts.
- **HOMEWORK**: If students do not complete the application in class, they will take it home to complete.

Day 5 – Analyzing the Job Description – 45 minute class

- Students read through their job descriptions.
- They highlight the things they consider their strengths.
- They put question marks next to the things they don't understand.
- Class discusses the connections between what is needed in the job and what they have learned or are learning in school.

Day 6 – Preparing for the Interview – 90 minute class

- Instructor hands out “Top Interview Questions.”
- On a separate piece of paper, students write their responses to these questions.
- Instructor hands out and discusses “Job Interviews: What are They Looking For” and “Job Interview Do's and Don'ts”
- HOMEWORK: Study your responses to the top interview questions and be prepared for role playing tomorrow.

Day 7 – Role Playing and Rubric – 45 minute class

- Instructor gives each student a copy of the rubric and discusses how it will be used in their evaluation.
- Students work with a partner in role playing the job interview scenario.
- During the role play, the instructor walks around the room and makes notes of students not sitting properly, chewing gum, or fidgeting. Quietly give students feedback about these non-verbal behaviors.
- After the role play, partners provide feedback.

Day 8 – Mock Interview Schedule and Preparation – 45 minute class

- Instructor shows students the schedule for the mock interviews.
- Make sure everyone can find their names on the schedule.
- Make sure they know where to go, when to get there and what to wear.

Day 9 – MOCK INTERVIEWS

- Give students the “Student Reflection” sheet before their interviews. (They will fill out part of it BEFORE the interview and the other part AFTER the interview.)
- Have a staging area for students who are about to go in.
- Have an assignment to give students while they wait. Some will be reviewing their questions, but others will need something to do. Try giving them the “Perfect Job” assignment.

Day 10 – Debriefing – 45 minute class

- After reviewing the rubrics completed by the interviewers, return them to the students.
- Have the students identify three things they did well and three things they need to work on.
- Collect the rubrics back from the students.
- Have students write a thank you note to their interviewer.

How to Host a Mock Job Interview

Instructor To Do List:

Two MONTHS before:

- Email your custodian to reserve the room you want for your interviews.

One MONTH before:

- Send home a letter to parents letting them know about the upcoming unit. Be sure to explain the how/why the unit will benefit the students. Then, ask them for their help. Give them the dates and times and give them a deadline for letting you know if they can help.

Three WEEKS before:

- Get the volunteer application paperwork to the volunteers.

Two WEEKS before:

- Make sure you have enough volunteers. If you don't start asking your friends and neighbors. I try to avoid asking teachers because I really want this to be someone they DON'T know.

One WEEK before:

- Prepare the schedule
- Prep the volunteer folders:
 - Letter
 - Schedule
 - Job Descriptions
 - Applications
 - Rubrics
 - List of Interview Questions
 - Event Evaluations
- Prep the volunteer thank you gift. This could be candy, or hand sanitizer and pens, etc.

Two DAYS before:

- Contact all volunteers and ask them to arrive 15 minutes early. This will allow them time to sign in at the office and to collect their folders.

Day of:

- Label your tables with numbers. This will let the students know where to go when it's their turn.
- Meet and greet the volunteers as they arrive.
- Once everyone is there, give them their folders and a bottle of water.
- Gather everyone together for a quick five minute meeting. Go over their folders and what they will find inside. Answer any questions.

Within a week afterward:

- Mail them a thank you note from you and from the students.



Smith's Grocery/Stocking Hourly Associate

Grocery/In-Stock Purpose: If you take pride in a job well done and enjoy tasks that revolve around structure and consistency, you are just the type of person we are looking for to fill one of our In-Stock positions. As a member of the In-Stock team, you will act as the backbone of the store by providing departments with the merchandise they need and customers with the products they want. The In-Stock team is vital to ensuring the success of the store as a whole, and as an In-Stock team member, you will be an important part of helping to make your store a better place to work and shop day in and day out.

In-Stock Job Duties Vary By Position And May Include

- Create an environment that enables customers to feel welcome and appreciated by answering questions regarding products sold.
- Process customer transactions quickly, accurately, and efficiently and provide them with fresh products that they have ordered.
- Recommend products to customers to ensure they get the products they want and need.
- Collaborate with fellow associates and promote teamwork to help achieve company and store goals.
- Stay current with present, future, seasonal and special ads.
- Assist in training department associates on maintaining inventory and stocking products.
- Assist cashiers with price checks and product replacement duties and by scanning and processing customer orders, processing tender and coupons, and following Front End scanning procedures.
- Label, stock and inventory department merchandise.
- Assist with daily, weekly and monthly price changes by updating shelf tags and signs.
- Plan, organize and supervise the inventory process and maintain an awareness of inventory and stocking conditions; note any discrepancies in inventory.
- Manually attach price labels with a labeling machine.
- Stock aisles; build and maintain displays.
- Assure the department and backrooms are clean and orderly.

Skills/Qualifications: Ability to handle stressful situations, effective communication skills, knowledge of basic math

Education Level: None

Required Certifications/Licenses: None

Position Type: Part-Time

Shift(s): Day; Evening; Overnight



We have a full-time/part-time opening for a Dishwasher/Busser.

Must be able to work various shifts per week.

Wage: To Be Determined

Additional Info

Minimum Age

16+ years old

The Steak n Shake concept is proven, successful, and poised for remarkable growth - the kind of growth that can accelerate your career like nothing else. We currently have over 500 locations in 21 states and our plan is to grow nationwide - imagine what that kind of growth can mean to your career. If you're ready to make your mark, you're ready for Steak n Shake.

Dishwasher/Bussers

As a Busser/Dishwasher, you will mainly be responsible for:

- Washing dishes as the primary function
- Completing interior and exterior detailed cleaning assignments as needed
- Clearing and cleaning tables
- Keeping the stations supplied with clean dishware, utensils, pots and pans.

Job Requirements

The ideal candidate will have excellent interpersonal skills, have the ability to lift and carry up to 30 pounds, uphold professional working relationships with other Associates and maintain composure while under stress.

People are drawn to careers at Steak n Shake because it's a great place to work. They stay because it's also a great place to grow, both personally and professionally. Whatever your talents and aspirations, there's an opportunity at Steak n Shake to match.

If you're ready for a fun and challenging career, apply to Steak n Shake today!



Barista - Store# 09886, THE SUMMIT AT SIERRA

Job Summary and Mission

This position contributes to Starbucks success by providing legendary customer service to all customers. This job creates the Starbucks Experience for our customers by providing customers with prompt service, quality beverages and products, and maintaining a clean and comfortable store environment. Models and acts in accordance with Starbucks guiding principles.

Summary of Key Responsibilities

- Responsibilities and essential job functions include but are not limited to the following:
- Acts with integrity, honesty and knowledge that promote the culture, values and mission of Starbucks.
- Maintains a calm demeanor during periods of high volume or unusual events to keep store operating to standard and to set a positive example for the shift team.
- Anticipates customer and store needs by constantly evaluating environment and customers for cues.
- Communicates information to manager so that the team can respond as necessary to create the Third Place environment during each shift.
- Assists with new partner training by positively reinforcing successful performance and giving respectful and encouraging coaching as needed.
- Contributes to positive team environment by recognizing alarms or changes in partner morale and performance and communicating them to the store manager.
- Delivers legendary customer service to all customers by acting with a customer comes first attitude and connecting with the customer. Discovers and responds to customer needs.
- Follows Starbucks operational policies and procedures, including those for cash handling and safety and security, to ensure the safety of all partners during each shift.
- Maintains a clean and organized workspace so that partners can locate resources and product as needed.
- Provides quality beverages, whole bean, and food products consistently for all customers by adhering to all recipe and presentation standards. Follows health, safety and sanitation guidelines for all products.
- Recognizes and reinforces individual and team accomplishments by using existing organizational methods.
- Maintains regular and punctual attendance

Summary of Experience

- No previous experience required

Basic Qualifications

- Maintain regular and consistent attendance and punctuality, with or without reasonable accommodation
- Available to work flexible hours that may include early mornings, evenings, weekends, nights and/or holidays
- Meet store operating policies and standards, including providing quality beverages and food products, cash handling and store safety and security, with or without reasonable accommodation
- Engage with and understand our customers, including discovering and responding to customer needs through clear and pleasant communication
- Prepare food and beverages to standard recipes or customized for customers, including recipe changes such as temperature, quantity of ingredients or substituted ingredients
- Available to perform many different tasks within the store during each shift

Required Knowledge, Skills and Abilities

- Ability to learn quickly
- Ability to understand and carry out oral and written instructions and request clarification when needed
- Strong interpersonal skills
- Ability to work as part of a team
- Ability to build relationships



Foot Locker®

Position Type: Retail Sales

Job Type: Regular Part-Time

Overview:

You recognize yourself when you enter one of our stores. You love to talk about athletic sneakers and apparel as much as you love to collect them. You always scope out the latest styles, and enjoy sharing your enthusiasm with Customers. It's easy for you to start up natural, friendly conversations, adapt to different types of Customers, and resolve issues with a smile. You like to work as part of a team as you improve your individual skills on the sales floor. Your success in this role will be measured through personal and productivity goals plus your ability to provide a great in-store experience to every Customer.

Responsibilities:

- Ensuring high levels of customer satisfaction by being knowledgeable on all products offered, and teaming up with co-workers to provide excellent sales service
- Delivering sales outstanding customer experience, and operational expectations
- Maintaining personal and productivity goals
- Connects with every customer by asking open-ended questions to assess needs
- Ability to learn and share expertise of products and trends to fit customer's needs
- Maintains an awareness of all product knowledge, and current or upcoming product / trends
- Contributes to a positive and inclusive work environment

Qualifications:

- 0-3 year of retail experience
- Confident and comfortable engaging customers to deliver an elevated experience
- Motivated to achieve great results because of one's enthusiasm from interacting with customers and athletic products
- Initiates completion of tasks or activities without necessary supervision
- Flexible availability -- including nights, weekends, and holidays



Seasonal Team Member

About us:

Target is one of the world's most recognized brands and one of America's leading retailers. And when you hear people say, "I love Target" they're usually talking about visiting one of our 1800+ stores. Right now, we're looking for seasonal team members to help us create that great experience for our guests during the busiest time of our year – the holiday season. Help us keep the store looking great, clean and organized, and assist guests as they search for that perfect gift.

About you:

- Friendly attitude
- Attention to detail

Benefits:

- Market competitive pay
- A variety of schedules offered
- 10% discount at Target and Target.com + 20 off fruits & veggies, Simply Balanced and C9 merchandise



Team Member

Team Member Description

Delighting Restaurant Guests; then following restaurant basics in understanding and adhering to food safety and sanitation procedures. Follow all company standards and policies including but not limited to preparing and producing quality food with speed and accuracy, personal conduct, safety and security policies.

Principal Responsibilities

- Food Preparation preparing ingredients for menu item production
- Menu Item Production preparing menu items for orders
- Guest Assistance Dining room/lot, dining room cashier, drive-thru cashier & drive-thru outside order taker
- Daily Operation Receiving and storage, preventative maintenance, opening & closing procedures

Knowledge and Skill Requirements Education:

Basic Math and Reading skills

Experience:

16 years old or older Ability to work flexible hours

Specialization: (licenses, certifications, etc)

Health Card according to state or local requirements. Reliable transportation.

Key Challenges:

- Personal Effectiveness - Ability to follow direction and learn quickly. Presents positive / can-do attitude; takes personal ownership of tasks and responsibilities, presents a tidy appearance with good hygiene.
- Professional Focus - is punctual and flexible in maintaining hours of employment. Performs work effectively and safely in an environment where there is constant change and minimal direct supervision. Communicates viewpoints and concerns to fellow employees and managers in a constructive manner.
- Customer Services - Acts in a friendly, courteous, and helpful manner toward customers and co-workers at all times. Can anticipate bottlenecks in service and willingly acts to resolve them.

Physical Demands:

- Requires long periods of standing to prep, serve food
- Moving throughout the restaurant and walking orders to customer
- Ability to lift a maximum of 50 lbs with or without assistance
- Ability to carry a maximum of 50 lbs with or without assistance
- Ability to push or pull a maximum of 50 lbs with or without assistance
- Reaching Over Head
- Preparing and serving food, handling small food prep equipment, taking orders on telephone
- Setting up restaurant and cleaning
- Moving items in restaurant and cleaning
- Picking up items from floor and cleaning; In and out of car for Drivers.
- Climbing possible for changing lights, and cleaning etc.
- Viewing, inspecting food areas; ensure work is completed appropriately; monitors and registers.

Machines, Tools, Equipment and Work Aids:

Use of all restaurant equipment including but not limited to: Headsets, Fryer, Dishwasher, Re-thermalizer, Bunn Hot water, Registers, cleaning supplies (mops & brooms), small food prep utensils. Some Computer and Peripheral equipment, Calculator, Telephone. Some maintenance includes unclogging toilet, relighting water heater, etc. Office supplies such as notepads, pencils, and pens, Reliable transportation

Environmental Factors:

Fast paced work environment. Primarily inside restaurant around food prep and cooking equipment (hot & cold); may need to work at drive-thru window. Requires frequent immersing of hands in water to wash and clean hands, wash, rinse food, and small wares. All food handling requires gloves. Some cleaning responsibilities are performed outdoors in the elements like rain, snow, sleet, hail, sun, hot and cold. Ability to work irregular hours, nights, weekends, and holidays. Most positions work with the public.



Part-time Store Associate

POSITION OVERVIEW

Ensures company standards are maintained and complies with policies and procedures. Upholds and executes the vision and mission of Yogurtland and assist others in doing the same.

CULTURAL QUALIFICATIONS

- THTK – Totally Honest, Totally Kind – We work and live with great integrity, transparency and compassion.
- Humble – We are modest, respectful, open and never arrogant, despite our successes. We grow by giving and accepting honest feedback, even when it is personally challenging.
- Heart & Soul – We seek a quality of expression that touches our deepest relationships beyond the surface. This prospective permeates the way we live, the way we work and the choice that we make.
- Team Play – We are brought together by our shared principles and philosophies. With this common bond, we learn and grow from and better each other.

ESSENTIAL JOB FUNCTIONS

- Cash Handling (drawer balancing, safe deposits, etc.) is accountable for funds.
- Assist in training, coaching and development of newly hired Associates.
- Taste product to ensure quality standards are met.
- Is the “role-model” for outstanding customer service and overall Associate standards.
- Ensures cleanliness, health and safety standards are maintained at all times.
- Other job-related activities as requested by Store Leader.

CORE COMPETENCIES

- Ability to maintain a fast pace.
- Ability to problem solve quickly and effectively.
- Effective customer service skills delivered with a friendly disposition.
- Ability to handle responsibility.
- Ability to communicate clearly and concisely.

OTHER REQUIREMENTS (LICENSES/CERTIFICATIONS)

- Food Handler’s Card

PHYSICAL REQUIREMENTS

Continuous (67-100%)

Walking, standing, hand use, cash register.

Frequent (34-66%)

Bending, neck flexion, twisting and lifting up to 25 lbs from shoulder to shoulder, carrying up to 25-40 lbs up to 100 feet, pushing and pulling, fine manipulation, firm grasping, reach above to below shoulder, key board.

Occasional (11-33%)

Squatting, climbing, kneeling, lifting up to 50 lbs from floor to shoulder, gross manipulation.

Seldom (1-10%)

Sitting, climbing, and lifting up to 10-25 lbs from floor to above head, lifting 26-50 lbs from waist to above head, carrying up to 50 lbs up to 200 feet, 10 key.



Usher

Reno, NV

Summary

Creates a welcome environment for Customers. Assists and directs Customers to their destination. Provides movie and theatre information. Ensures a quality listening and viewing experience. Implements auditorium management. Keeps theatre property clean and free of debris. Maintains order and prevents panic in a crisis.

Ushers may be designated Usher-B (Booth Ushers) in theatres with 35mm projectors after proper training. The Usher may also be asked to double as the Box Office Cashier, Concession Worker, or Restaurant Worker, as staffing needs require.

Essential Job Responsibilities

- Greets Customers and visitors.
- Announces information (seating availability, promotions, etc.)
- Tears tickets and directs Customers to an auditorium.
- Helps Customers find seats and invites Customer seating changes when the auditorium is full.
- Monitors auditorium for unruly behavior and movie presentation and sound quality.
- Cleans auditorium between each showing.
- Keeps theatre property clean and free from debris (lobby, aisles, restrooms, auditoriums, exits, parking lot, etc.)
- Changes marquee information when needed.
- Instructs and calms Customers in the event of an emergency.
- Transports supplies to and from storage rooms.
- Assists in the maintenance of the theatre (replacing light bulbs, cleaning walls, doors, mirrors, etc.)
- Watches for safety or security issues (trip hazards, lighting, suspicious persons, etc.) and reports to management.
- Transports film to and from projection booth (for Usher-B).
- Threads film through the platter system and projector (for Usher-B).
- Sets computerized controls (for Usher-B).
- Adjusts sound volume and quality (for Usher-B).
- Repairs film breaks (for Usher-B).
- Monitors film presentation and projection equipment operation (for Usher-B).
- Maintains booth and booth equipment including xenon bulb maintenance and replacement (for Usher-B).

Minimum Requirements

- Available to work evening hours, weekends, and holidays.
- Requires regular and consistent attendance.
- Ability to communicate with all ages, genders, and personalities.
- Ability to effectively and regularly converse in and comprehend in English.
- Ability to communicate and make announcements requires a clear speaking voice.
- Must be able to respond to requests, listen for sound quality, identify crying babies and loud talkers in auditoriums, and react to emergency warnings.
- Usher must check on presentation quality (picture and sound), locate available seating, monitor unruly behavior, safely direct Customers in time of panic, and identify debris.
- Tearing tickets requires a degree of manual dexterity.
- Cleaning auditoriums between shows requires maneuvering between aisles of seats.
- Assisting in the maintenance of the theatre requires reaching, bending, and lifting.
- Changing film titles on a marquee and replacing light bulbs requires climbing a ladder.
- Ushers should be able to be on their feet during the entire working period and have the physical strength to help others in the event of an emergency.
- Must be able to transport the film cans (approximately 45 pounds) to and from the projection booth (for Usher-B).
- Must be able to push, pull, transport, and move film cans in those theatres that show films in non-digital format.
- Considerable dexterity is required to thread the film between rollers as the film must be precisely aligned in several places (for Usher-B).
- Must be able to move rapidly (three minutes maximum) from one point to another to accommodate the performance schedule and format changes, repair film breaks, or refocus the projector during the presentation of the feature
- Must be able stand for most of the time on duty and do much lifting, reaching, and carrying (Usher-B).
- Must be able to monitor the audio and video quality of the film presentation (Usher-B).
- Must be at least 16 years of age.
- Strong verbal and interpersonal skills.
- Ability to work independently.

Physical and Environmental Requirements:

- Frequent bending, kneeling, and lifting up to 50 lbs.
- Frequent standing, walking and reaching around the theater.
- Noise level may be moderate to high at times.
- Be able to work in a standing position for extended periods of time.
- Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.



Seasonal Stock Associate - Summit Sierra

We're hiring for the holidays! Join our team and enjoy a 50% discount at our family of brands.* Applicable to regular-priced merchandise at Gap, Banana Republic and Old Navy, 30% off at Outlet and 25% off at Athleta.

Forget what you know about old-school industry rules. When you work at Old Navy, you're choosing a different path. From day one, we've been on a mission to democratize fashion and make shopping fun again. Our teams make style accessible to everyone, creating high-quality, must-have fashion essentials for the whole family, with love, season after season.

We opened our first store in 1994 in San Francisco and have been on a roll ever since. Today, customers can find fabulous fashion at affordable prices online and in one of our 1,000+ stores globally. Old Navy celebrates a workplace that's just as diverse as our customers. Fun, fashion, family and value are at the heart of everything we do. We cultivate a community of playful personalities that thrive in a fast-paced environment where our employees can be their most authentic selves. Here, we're family.

Old Navy a brand for everyone a place for you!

As a seasonal sales associate, your responsibilities, shifts, and employment period will be based on the needs of the business. Your leader will communicate your last day of employment as your assignment comes to an end. A seasonal position can lead to a regular position with Gap Inc.

As a Seasonal Stock Associate your passion for apparel and fashion trends will enable you to thrive, drive sales, and delight our customers as you execute company processes and procedures. Creating memorable shopping experiences for our customers is one of your main responsibilities and you are going to LOVE making a difference in someone's day. Your dedication to providing a neat, clean, organized and safe shopping environment for our customers and team is an important part of creating this experience. As a Brand Associate in Stock your responsibilities and tasks include, among others; sales floor, fitting room, and cash wrap. Your contagious energy and enthusiasm for your job will help you build lasting relationships, grow in your career, and contribute to Old Navy's success.

Seasonal Stock Associate Attitudes:

- You are passionate about fashion and apparel and love our products
- You build relationships and want to be part of a winning team
- You take pride in yourself, your work and the success of your store
- You work with drive and energy showing that you have a desire to make a difference
- You love your community and actively work to make it better
- You take initiative, anticipate needs, and solve problems quickly and efficiently

Seasonal Stock Associate Behaviors:

- Promote our product and encourage everyone to do the same

- Listen to the customer and observe non-verbal cues to anticipate service needs
- Offer product suggestions and add on additional items when engaging with customers
- Demonstrate a sense of urgency and pride while executing tasks and processes
- Maintain a clean and safe environment that prevents loss and minimizes risk
- Keep our product folded, sized, in-stock and our visual elements maintained on the sales floor
- Return go-backs from the fitting room to the sales floor
- Welcome customers to the fitting room and keep the area neat, clean and organized at all times
- Engage in genuine conversation while completing cash wrap transaction processes quickly and accurately
- Keep all cash wrap supplies in stock and organized
- Understand and follow all company-defined policies and procedures

Seasonal Stock Associate Requirements:

- Ability to effectively communicate with customers and team members
- Ability to lift and carry up to 50 pounds
- Ability to effectively maneuver around the sales floor and stockroom
- Ability to demonstrate strong customer focused service on and off the sales floor
- Ability to work a flexible schedule to meet the needs of the business
- Ability to work with/around cleaning chemicals

Providing our customers with an optimal shopping experience is our #1 priority. This job description intends to describe the general nature and level of work people assigned to this job perform. It is not intended to include all duties and responsibilities. The order in which duties are listed is not significant.



Reno, NV

What do you seek in your career path? An opportunity for growth? A chance to succeed? A fun, exciting social environment? Blending all of these together is the difference between a good job and a great career. At IHOP You'll discover a balance between work life and personal life, as well as a wealth of benefits for your health, future, family and happiness.

We strive to encourage, enrich and celebrate our associates every day. Why? It's simple-we found it's the best way to help people reach their potential. It all starts with our inclusive culture, which welcomes and embraces our collective differences...and the strengths these differences create.

If this sounds like the kind of workplace you would enjoy, please apply now!

Primary Responsibilities: To serve food, drinks, and to accommodate guests' needs in a courteous and timely manner.

Specific Functions and Duties:

- Delivers food and drinks to guests using IHOP's team delivery system.
- Greet guests, answers questions, makes suggestions regarding food, drinks, and service.
- Interacts verbally with all guests creating a friendly and upbeat atmosphere.
- Relays orders to service bar and kitchen via the point-of-sale computerized register system.
- Observes guests and responds to any additional requests.
- Presents guest check to each table and accepts a form of payment. Makes correct change and/or completes the proper charge card procedure.
- Participates in the clearing and resetting of dining room tables.

Qualification Standards:

- Ability to wipe down table tops, table legs, pick up debris off of the floor and wipe down booth seats in all areas of the restaurant.
- Transports plates, glasses and baskets to and from dining room, service bar, and the kitchen about 30 times per shift.
- Reading, writing, basic math and verbal communication skills required.
- Mobility required during the entire shift.
- Other duties as needed.

First Job Interview

Name of Adult Interviewed: _____

1. Where was your first job?

2. What did you do there?

3. How old were you when you started there?

4. How much did you get paid?

5. What did you like best about the job?

6. What didn't you like?

7. What advice do you have for me in getting my first job?

Signature of Adult _____

How to Fill Out a Job Application

Job applications come in all sorts of styles. Some businesses will give you a paper application to complete. Some will ask you to complete it at the kiosk at the store. And others may give you an “access code” to use to complete the application online. Regardless of the style of application, they all ask for the same basic information. So, before attempting any of these, it’s important you know the answers. Fill out a sample application and keep it with you so you have the answers—whether you are applying online, at a kiosk or even the pen and paper style.

1) **Read and Complete Carefully** – Make sure you are following the directions and don’t leave anything blank. This is one way employers begin to decide who they want to call in for an interview. Incomplete applications indicate that you don’t pay attention to detail.

2) **Neatness Counts** – Being neat shows that you care. Whether that is in the handwriting you use to complete the application, or your appearance when you pick up/drop off the application, being neat shows you are responsible and that this job matters. Messiness means you have more important things to do with your time. Use a blue or black ink PEN to complete the application. Spelling and grammar counts too!

3) **Your Name** – It’s a basic question, but many mistakes are made on this first step. Be sure to use your “legal” name. If your name is “Andrew,” but you go by “Andy,” be sure to write Andrew. The “MI” stands for “Middle Initial.” If you don’t have a middle name, you can write “N/A” which means Not Applicable, or put a small dash in the space.

4) **Address** – If you split your time at two different homes, pick one where you are more likely to get mail or pick the one where you have lived the longest. Be sure to write the number of your home before the street name. Do not abbreviate the name of the city and be sure to include your 5 digit zip code.

5) **Email Address** – You can use “pinkunicorn125@myemail.com” for emailing your friends, but once you start applying for jobs, colleges, or scholarships, create a new email address—one that is more professional and includes your name. (cassidy.jones@myemail.com)

6) **Position Applying For** – Do not write “anything.” Put a specific job title down so you don’t sound desperate. They may not have an opening for the job you WANT, but let them know you are willing to work your way up.

7) **Desired Salary** – Try to put a range, or the word “negotiable.” If they were expecting to pay you \$10 an hour and you said \$8.50 an hour, they just got you for cheap! If you put down \$10/hour and you have NO experience, they might just skip right over you.

8) **Education** – Complete as much of this as you can. If you plan to attend college and major in economics, then include that on your application. Listing a specific college provides a talking point for you and the interviewer. Don’t use abbreviations. Not everyone will know what UNR or TAMU is, so spell it out. If you don’t plan to go to college, list what your future plans are in the “other” section. Maybe you are going to go into the military, or to the police academy. Again, this information shows them that you have a plan for your future.

9) **Professional References** – We finally made it to probably the most time consuming and difficult part of the application. Your references are people who know who you are and what you are able to do. They are NOT family members or friends. Instead, use teachers, coaches, counselors, principals, ministers, scout leaders, etc. Be sure to ask permission and let them know about the jobs/scholarships, etc. that you are applying to. You can use their school address and phone number. Be sure to say WHAT they teach or coach. Again, this gives the interviewer some insight as to what classes you enjoyed.

10) **Previous Employment** – If you don’t have any previous employment, that’s okay. Just leave that section blank. If you have been doing volunteer work on a regular basis for six months or more, then you can list that. Just write “volunteer” in the space with the marked “salary.” Never be negative when listing the reason for leaving. Maybe you and your boss didn’t get along, but you don’t want to say “my boss was a jerk.” Instead, list something like: “needed more hours,” or “seasonal work,” or “better opportunities for advancement.” Be sure to list your employment experiences in order starting with the MOST RECENT.

11) **Signature** – Sign, don’t print your name and be sure to date the application. Double check that the application is complete and true. Misinformation can be grounds for termination.

SAMPLE

Employment Application

APPLICANT INFORMATION

Last Name	Smith	First	Madison	M.I.	?	Date	2-12-18
Street Address	Noland rd.			Apartment/Unit #			
City	Indep.	State	MO	ZIP	816		
Phone	(5) 424-4422		E-mail Address	pinkunicorn125@myemail.co			
Date Available	Now	Social Security No.	XXX-XX-XXXX	Desired Salary	20		
Position Applied for	anything						
Are you a citizen of the United States?	YES <input checked="" type="checkbox"/>	NO <input type="checkbox"/>	If no, are you authorized to work in the U.S.?	YES <input type="checkbox"/>	NO <input type="checkbox"/>		
Have you ever worked for this company?	YES <input checked="" type="checkbox"/>	NO <input type="checkbox"/>	If so, when?				
Have you ever been convicted of a felony?	YES <input type="checkbox"/>	NO <input checked="" type="checkbox"/>	If yes, explain				

EDUCATION

High School	truman	Address	Indep. MO
From	2017	To	2020
Did you graduate?	YES <input checked="" type="checkbox"/>	NO <input type="checkbox"/>	Degree
College	Plan to go to UNR	Address	Reno, nevada
From	2020	To	2024
Did you graduate?	YES <input type="checkbox"/>	NO <input type="checkbox"/>	Degree
Other		Address	
From		To	
Did you graduate?	YES <input type="checkbox"/>	NO <input type="checkbox"/>	Degree

REFERENCES

Please list three professional references.

Full Name	Tom Jones	Relationship	teacher
Company	truman h.s.	Phone	N/A
Address	Indep. MO		
Full Name	Louis	Relationship	Coach
Company	—	Phone	IDK
Address	—		
Full Name	Sam Smith	Relationship	uncle
Company	Family Business	Phone	(5) 400-5001
Address	Indep. MO		

PREVIOUS EMPLOYMENT

Company	rue21		Phone	(5) 321-2123	
Address	Meadowood Mall		Supervisor		
Job Title	Sales Person	Starting Salary	\$ 8 —	Ending Salary	\$ 8 —
Responsibilities	helped people find & buy clothes				
From	5/15	To	6/15	Reason for Leaving	accused of being late
May we contact your previous supervisor for a reference? YES <input checked="" type="checkbox"/> NO <input type="checkbox"/>					
Company	Wendys		Phone	(5) 444-1444	
Address	South Meadows		Supervisor	Natalie	
Job Title	Casheir	Starting Salary	\$ 8.50	Ending Salary	\$
Responsibilities	take orders and money				
From	1/15	To	4/15	Reason for Leaving	co-workers were mean to me
May we contact your previous supervisor for a reference? YES <input type="checkbox"/> NO <input checked="" type="checkbox"/>					
Company	Sonic		Phone	(5) 442-2222	
Address	Hwy. 21		Supervisor	Ron	
Job Title	Drive-thru	Starting Salary	\$ 8	Ending Salary	\$
Responsibilities					
From	8/16	To	Now	Reason for Leaving	I haven't left
May we contact your previous supervisor for a reference? YES <input type="checkbox"/> NO <input checked="" type="checkbox"/>					

JOB TYPE — DAYS/HOURS AVAILABLE TO WORK

I have no preference	Mon	Tues.	Wed.	<u>Thurs.</u>	<u>Fri.</u>	<u>Sat.</u>	<u>Sun.</u>	Th & F 3-7pm	Hours you can work: Sat & Sun 10am
I am seeking a:	Full-time Job		or	<u>Part-Time Job</u>					
How many hours can you work weekly?	20		Can you work nights?	no		Do you have your own transportation?	yes		

DISCLAIMER AND SIGNATURE

I certify that my answers are true and complete to the best of my knowledge.

If this application leads to employment, I understand that false or misleading information in my application or interview may result in my release.

Signature	Maddy Smith	Date	
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SAMPLE

Employment Application

APPLICANT INFORMATION

Last Name		First		M.I.	Date	
Street Address				Apartment/Unit #		
City		State		ZIP		
Phone			E-mail Address			
Date Available		Social Security No.	XXX-XX-XXXX	Desired Salary		
Position Applied for						
Are you a citizen of the United States?	YES <input type="checkbox"/>	NO <input type="checkbox"/>	If no, are you authorized to work in the U.S.?		YES <input type="checkbox"/>	NO <input type="checkbox"/>
Have you ever worked for this company?	YES <input type="checkbox"/>	NO <input type="checkbox"/>	If so, when?			
Have you ever been convicted of a felony?	YES <input type="checkbox"/>	NO <input type="checkbox"/>	If yes, explain			

EDUCATION

High School			Address			
From	To	Did you graduate?	YES <input type="checkbox"/>	NO <input type="checkbox"/>	Degree	
College			Address			
From	To	Did you graduate?	YES <input type="checkbox"/>	NO <input type="checkbox"/>	Degree	
Other			Address			
From	To	Did you graduate?	YES <input type="checkbox"/>	NO <input type="checkbox"/>	Degree	

REFERENCES

Please list three professional references.

Full Name		Relationship	
Company		Phone	
Address			
Full Name		Relationship	
Company		Phone	
Address			
Full Name		Relationship	
Company		Phone	
Address			

PREVIOUS EMPLOYMENT			
Company		Phone	
Address		Supervisor	
Job Title	Starting Salary	\$	Ending Salary \$
Responsibilities			
From	To	Reason for Leaving	
May we contact your previous supervisor for a reference? YES <input type="checkbox"/> NO <input type="checkbox"/>			
Company		Phone	
Address		Supervisor	
Job Title	Starting Salary	\$	Ending Salary \$
Responsibilities			
From	To	Reason for Leaving	
May we contact your previous supervisor for a reference? YES <input type="checkbox"/> NO <input type="checkbox"/>			
Company		Phone	
Address		Supervisor	
Job Title	Starting Salary	\$	Ending Salary \$
Responsibilities			
From	To	Reason for Leaving	
May we contact your previous supervisor for a reference? YES <input type="checkbox"/> NO <input type="checkbox"/>			

JOB TYPE – DAYS/HOURS AVAILABLE TO WORK								
I have no preference	Mon	Tues.	Wed.	Thurs.	Fri.	Sat.	Sun.	Hours you can
I am seeking a:	Full-time Job	or	Part-Time Job					
How many hours can you work weekly?	Can you work nights?		Do you have your own transportation?					

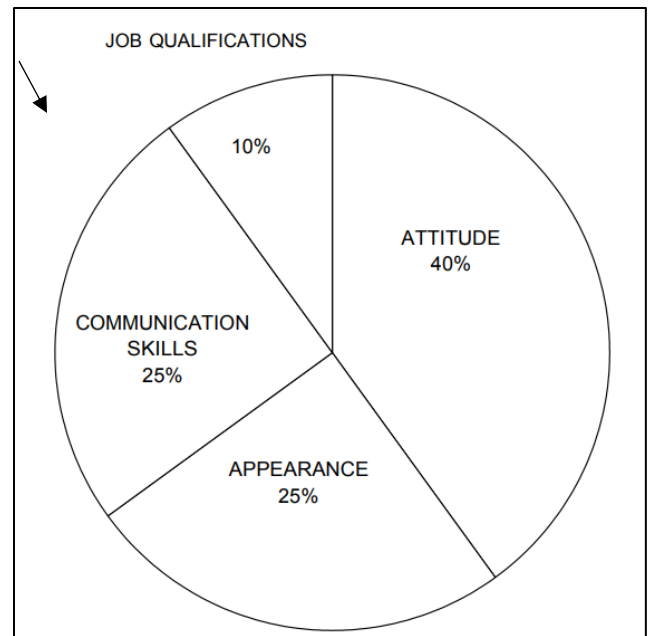
DISCLAIMER AND SIGNATURE
<p>I certify that my answers are true and complete to the best of my knowledge.</p> <p>If this application leads to employment, I understand that false or misleading information in my application or interview may result in my release.</p>
<div>Signature</div> <div>Date</div>

Top Interview Questions

1. ***Tell me a little about yourself.*** This is your introduction.
2. ***Why are you interested in a job at _____?*** It helps if you do a little research about the company and mention it in this answer. Saying that you want the discount or free food isn't going to impress the interviewer. Knowing something about the company that many don't know...now, THAT's impressive!
3. ***What is the most important thing you are looking for in a job?*** Maybe you are looking for a challenge or for friendly co-workers. Think about what is important to you and explain it here.
4. ***What are your career goals?*** This shows them that you plan for your future. Try to find a way to work in how a job with this company will help you reach your career goals. You should be able to learn something from every experience you have. So, just because this may be a part-time job, there are skills you will learn that will make you even better at the next job.
5. ***What are your greatest strengths?*** If you are struggling with how to answer this, ask someone else to help you. Sometimes, it is hard to say nice things about ourselves, but others can help us identify our own strengths. Examine the job description...link one or two of your strengths to what they say they are looking for in the job description. If you are bilingual, be sure to mention it!
6. ***Are you involved in any extra-curricular activities? If so, what have you learned from them?*** These are the activities you are involved in outside the classroom. Maybe you are in student government, on the yearbook staff, or played a team sport. Maybe you are in the band, or choir.
7. ***Tell me about a time when you participated in a team project.*** Briefly tell about the project, your role in it and how you used your skills.
8. ***Tell me about a time when you faced an obstacle and how you overcame it.*** They want to make sure you are a problem solver. You might explain how you used perseverance, empathy, and decision making skills.
9. ***How do you work under pressure?*** Some people work best under pressure. Others go to the gym to workout. If the job you are applying for is stressful, and let's face it...all jobs come with at least SOME stress, be sure to be able to answer this question.
10. ***Why should I hire you?*** This is often one of the last questions asked. This is your opportunity to re-state your strengths and connect them to the job you are applying for.
11. ***Do you have any questions for me?*** I lied...this is often the last question asked. Don't say NO! Have a question or two prepared. "How long has this position been open?" "When do you expect to fill the position?" "How long have you worked for this company?" "What do you like best about it?"

Job Interviews: What are they looking for?

If you don't have a lot of experience, it's okay. Take a look at what interviewers are usually looking for.



WHY PEOPLE AREN'T HIRED:

- ◆ Poor personal appearance
- ◆ Inability to communicate clearly, poor voice, and grammar
- ◆ Lack of planning for a career...no purpose or goals
- ◆ Lack of enthusiasm and confidence in the interview
- ◆ Condemning past employers—speaking badly of them
- ◆ Failure to look the interviewer in the eye
- ◆ Limp handshake
- ◆ Late to the interview
- ◆ Does not thank the interviewer for his/her time
- ◆ Asks no questions
- ◆ Lack of knowledge about the business or the position

(Revised from "FFA Interview Tips")

Job Interviews: Do's and Don'ts

The Do's:

1. Dress appropriately – no shorts or sweats.
2. Pay attention to your personal grooming and cleanliness.
3. Know the exact time and location for your interview.
4. Offer a firm handshake.
5. Show a positive attitude during the interview.
6. Maintain good eye contact during the interview.
7. Respond to questions and back up your statements about yourself with specific examples whenever possible. Ask for clarification if you don't understand a question.
8. Be thorough in your responses but don't ramble on forever. Be concise in your wording.
9. Be honest and be yourself. Dishonesty gets discovered.
10. Exhibit a positive attitude. The interviewer is evaluating you as a potential coworker.
11. Have intelligent questions prepared to ask the interviewer. The interview can be a two-way street. Examples:
 - a. "How would you describe the perfect person for this job?" – *relate your skills to the description they give you*
 - b. "When will a decision be made?"

The Don'ts

1. Don't wear lots of jewelry.
2. Don't make negative comments about previous employers or others.
3. Don't falsify application materials or answers to interview questions.
4. Don't arrive late.
5. Don't give the impression you are only interested in salary--**don't ask about salary and benefit issues until your interviewer brings up the subject.**
6. Don't act as though you would take any job or are desperate for employment.
7. Don't be unprepared for typical interview questions. You may not be asked all of them in every interview, but being unprepared looks foolish.
8. Don't go to extremes with your posture; don't slouch, and don't sit rigidly on the edge of your chair, don't sit on your knees
9. Don't chew gum and don't mess with your cellphone!

Student Reflection

Name _____

Class Period _____

Job that you are applying for: _____

Why did you choose this job? _____

Before the Interview: On a scale of 1-5 with *1 being NOT nervous* and *5 being VERY nervous*, how are you feeling about the interview and why?

After the Interview:

List at least four questions that the interviewer asked you:

1.

2.

3.

4.

Was it better than you thought it would be, or worse than you thought? Why?

What did you learn from this experience and how will it help you in the future?

Overall, how do you think you did?

Be sure to use the evaluation sheet on the back to rate how you felt you did.

Depoali Middle School Leadership

9300 Wilbur May Parkway * Reno, NV 89521 * (775) 852-6700



Thank you for volunteering to help with the Mock Job Interviews. Today, you will be interviewing about 15 students. (There will be 7-8 in the first session and then another 7-8 in the second session.)

Inside this folder, you will find:

1. **Schedule of students** - Interviews are scheduled to last 6 minutes with 2 minutes in between to give you time to complete the evaluation. If you finish early, we can send the next student in if they are available.
2. **Job Descriptions** - Students were given 10 possible jobs to choose from. The descriptions in your folder match the ones students are interviewing for.
3. **Job Applications** - Students were given more than a week to complete a rough draft and then final draft of the job application. It should be neat and complete, although you will find some which are not.
4. **Evaluation Sheets** - After each interview, please take a couple of minutes to complete the yellow evaluation sheet. Please KEEP these for now. They will be given to the student at the end of the week.
5. **List of Questions** - You don't have to ask ALL of these questions, and feel free to ask other follow up questions that are not on this list. (Just make sure they relate to the job.)
6. **Event Evaluation** - Before you leave, please take a moment and let me know what you think about this event. It's the first time I've done this with 200 students. I welcome your feedback so I can make it better for the second semester.

Again, thank you for your help! I truly believe in giving students as many real-world experiences as possible and I couldn't do that today without your help!

Thank you,

Cheryl Pratt
Leadership Teacher

Mock Job Interview Questions

Please START the interview by asking: *“Tell me a little about yourself.”*

And end the interview by asking: *“Do you have any questions for me?”*

In between, please ask as many or few of the following. Also feel free to ask follow-up questions that relate to the job.

1. Why are you interested in a job at _____?
2. What is the most important thing you are looking for in a job?
3. What are your career goals?
4. What are your greatest strengths?
5. Are you involved in any extra-curricular activities? If so, what have you learned from them?
6. If you could start a new club or activity at your school, what would it be?
7. Tell me about a time when you participated in a team project.
8. Tell me about a time when you faced an obstacle and how you overcame it.
9. How do you work under pressure?
10. Why should I hire you?

Name of Student _____

Company _____

Please rate the student interviewee on a scale of 1 (lowest) to 5 (highest) in the following areas:

NONVERBAL BEHAVIORS

1. Neat and complete application	1	2	3	4	5
2. Dressed appropriately	1	2	3	4	5
3. Firmly shook hands and introduced themselves	1	2	3	4	5
4. Maintained eye contact with interviewer	1	2	3	4	5
5. Maintained good posture	1	2	3	4	5
6. Did not fidget (hands, hair, cellphone, pens, etc.)	1	2	3	4	5
7. Appeared friendly and courteous	1	2	3	4	5
8. Was the student chewing gum?	Yes		No		

VERBAL BEHAVIORS

1. Listened closely to questions	1	2	3	4	5
2. Answered questions completely, yet briefly	1	2	3	4	5
3. Tied answers into job being sought	1	2	3	4	5
4. Emphasized qualifications/strengths	1	2	3	4	5
5. Displayed enthusiasm	1	2	3	4	5
6. Acted mature and responsible	1	2	3	4	5
7. Stayed calm	1	2	3	4	5
8. Student was prepared and could answer questions promptly	1	2	3	4	5
9. Asked appropriate questions of the interviewer	1	2	3	4	5
10. Avoided use of filler words such as "um," "uh," and "like"	1	2	3	4	5
11. Voice sounded confident	1	2	3	4	5
12. Used appropriate language to communicate clearly	1	2	3	4	5
13. Shook hands and thanked the interviewer for his/her time.	1	2	3	4	5

BONUS: Did the student exhibit knowledge about the company beyond what was listed on the job description?

Yes No

****Overall, would you hire this applicant?**

Yes, definitely!

Maybe

Not at this time

Reason(s) why:

Event Evaluation

Please take a moment to give some feedback about today's Mock Job Interviews:

1. How do you feel about the number of students you had to interview?

too many

too few

just right

2. The amount of time given to conduct the interviews was....

too much

too little

just right

3. The amount of time between interviews was...

too much

too little

just right

4. The grading sheet was...

too long

too short

just right

5. What went well today and should stay the same next semester?

6. What needs to change next semester to make it a better event?

	Table 1	Table 2	Table 3	Table 4	Table 5	Table 6	Table 7	Table 8
	Cinemark	IHOP	FootLocker	Taco Bell	Starbucks	Yogurtland	Target	Steak n Shake & Starbucks
8:04-8:10	Maiya	Cosette	Aidon	Jaden	Jayna	Grace	Jackson	Zachary
8:12-8:18	Molly	Aubrie	Tanner	Jaydon	Carlee	Ainsley	Tayler	Nathan
8:20-8:26	Hailey	Joshua	Cooper	Jadon	Lance	Kaia	Kadin	Braydon
8:28-8:34	Alexa	Jasmine	Hannah	Riley	Pharren	Mona	Aurora	Kaya -S
8:36-8:42	Isabella	Claire	Brady	Erika	Faith	Kajaani	Kayla	Kaelyn - S
8:44-8:50	Avery	Sophie	Derek	Paul	Lindsie	Samantha	Allyson-Y	Trenton -S
8:52-8:58	Sophia	Paige	Logan	Zaca	Tamia	Liliana	Luke-Y	Kyaunna-S
9:00-9:06	Markas		Francis		Lauren			Chris-S
9:08-9:14								

	Table 1	Table 2	Table 3	Table 4	Table 5	Table 6	Table 7	Table 8
	Cinemark	Smith's/Target	Starbucks 1	Taco Bell/IHOP	Starbucks 2	Yogurtland	Footlocker	Steak n Shake
9:24-9:30	Emma	Seth -S	Leylia	Jillian	Hailey	Natalie	Cameron -F	Yongwook
9:32-9:38	Keelyn	Jasmine-S	Vanessa	Kyle	Naomi	Kathryn	Tony-F	Michaele
9:40-9:46	Heidi	Anthony - S	Abigail	Shahab	Dawson	Faith	Tyler -F	Rian - ON
9:48-9:54	Ryusei	Cole -S	Emilie	Emily-I	Morgan	McKenna	Michael -F	Madisyn-ON
9:56-10:02	Juliet	Sabrina - T	Sofia	Khloe-I	Hannah	Kathryn	Jacob F	Caitlin, ON
10:04-10:10	Sean	Madison -T	Jazlyn	Clayton -I	Stephani	Jayden	Jackson F	Darbi-ON
10:12-10:18	Ioane	Alli T	Grace	Ryan -I	Sedona	Grace	Jesse F	Hannah-ON
10:20-10:26	Abby						Landon F	Olivia ON