

# 19 Practice Closing the Job Interview

## TRANSITION OBJECTIVE

Students will learn and practice closing a job interview successfully.

## RELEVANCE TO SUCCESSFUL TRANSITION

Closing the interview is one of the most important steps in the interview process. The last thing you do or say may be the thing they remember most about you. Closing the interview on a positive note may make the difference between getting a job and continuing a long job search.

## INSTRUCTIONAL SEQUENCE

### ❑ STEP 1: Update Journal

I will finish an interview by . . .

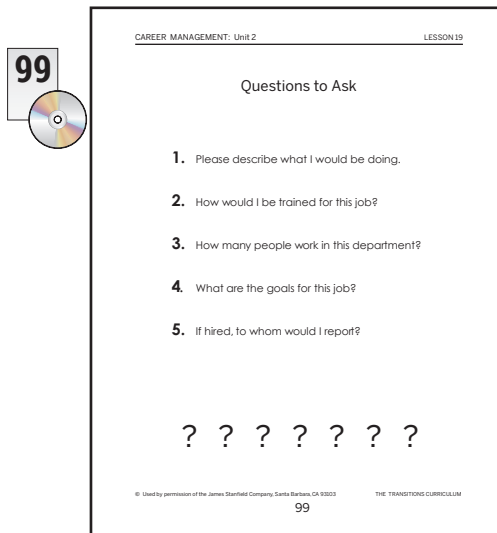
### ❑ STEP 2: Convene Roundtable

"One thing I say when I finish a conversation is \_\_\_\_."

### ❑ STEP 3: Advance Organizer

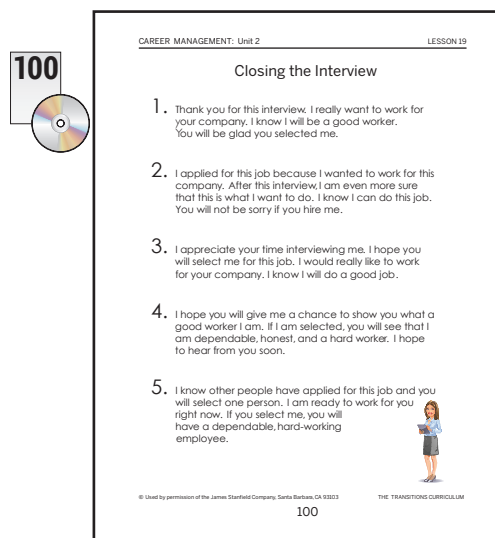
"Today you will practice closing the interview."

Asking good questions at the end of the interview leaves a good impression. It shows that you are interested and will help the employer remember you. Using a screen image of the handout **Questions to Ask**, review the questions. Next, have students choose two or three questions they plan to ask in an interview and practice asking these questions with a partner. As they practice, have partners critique each other, offering suggestions about the questions, as well as the best way to ask them.



### ❑ STEP 4: Activity - 25 Minutes

Explain to students that at the end of most interviews they will have an opportunity to ask questions. Before going to the interview they need to prepare at least two questions.



### ❑ STEP 5: Activity - 20 Minutes

In pairs, have students go over the handout **Closing the Interview**. Each student will select

the statement they find most natural and practice saying this to their partner. After they have mastered the closing statement, students will practice asking their selected questions and then close the interview. Partners will give each other feedback. Have students practice five or more times until they are comfortable asking questions and closing the interview. Debrief by asking volunteers to share their questions and closing statements. Don't forget about non-verbal messages.

❑ **STEP 6: Evaluate Outcomes**

Closing the interview is important because "\_\_\_\_\_."

❑ **STEP 7: Connecting Activity**

While watching TV for the next week, look for examples of people closing a meeting or leaving a situation. Discuss your examples with a partner.

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## KEY WORDS

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dependable

flexible

motivated

reliable

willing to learn

### MATERIALS AND PREPARATION

- Student Handouts: **Questions to Ask**, page 99; **Closing the Interview**, page 100.
- Prepare for discussion and make a screen image of the handout **Questions to Ask**.
- Prepare for discussion and make a screen image of the handout **Closing the Interview**.

### SCANS FOUNDATION SKILLS

- Basic Academic Skills: Listening, Speaking
- Thinking Skills: Creative Thinking, Problem Solving
- Personal Qualities: Responsibility, Self-Management, Self-Esteem