

17 Analyze Answers to Common Interview Questions

TRANSITION OBJECTIVE

Students will analyze responses to the most commonly asked interview questions.

RELEVANCE TO SUCCESSFUL TRANSITION

It is essential that the job seeker is well-prepared to answer common interview questions. This takes preparation and practice.

INSTRUCTIONAL SEQUENCE

❑ STEP 1: Update Journal

I can talk about myself in a positive way by...

❑ STEP 2: Convene Roundtable

"Talking about myself in a positive way makes me feel ____."

❑ STEP 3: Advance Organizer

"Today you will analyze sample answers to 10 of the most common interview questions."

answer to help students become familiar with the questions and how to answer them. Have the class analyze her response by discussing the five items on the handout **Analyze the Interview**. Write their responses on the board, emphasizing the importance of sticking to the facts and highlighting skills when answering interview questions.

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CAREER MANAGEMENT: Unit 2 LESSON 17

Sue's Interview

1. **Sue, will you tell me something about yourself?**
Sue's Sample Answer: "I became interested in medical careers in high school. I heard a person from the hospital talk about working in a hospital. I took a course for medical assistant while I was in high school. My favorite part of the course was the internship. It was in the lab at the hospital. I earned an 'A' in that class. That's when I knew I wanted a career as a lab technician. Since high school, I have been taking medical classes at the community college. I've had lab experience in my classes. I have been working part-time at the college medical center. I have done well in my classes and in my job at the medical center. Now, I want to use my skills and work in a hospital."

2. **What experience have you had?**
Sue's Sample Answer: "I have worked part-time in the medical center of the community college. In this job I take vital signs of patients, write information on medical charts, prepare patients for the exam and assist the doctor. I also have had hands-on experience during training in high school and college. During high school I completed a medical assistant course where I had an internship in a hospital lab. I learned to draw blood, give shots, and take vital signs. In my college labs, I have had additional experience in these areas as well as learning CPR."

3. **What strengths will you bring to this job?**
Sue's Sample Answer: "I work well with people. I can help patients stay calm. I am dependable. I always get along well with my co-workers. I am also a hard worker and like to finish what I start. I have been asked to work extra shifts at the college medical center. The doctors and nurses know that I am a hard worker."

4. **What are your weaknesses?**
Sue's Sample Answer: "I am very concerned with doing the job right. I guess I can take more time because I check and recheck my work. I would rather work longer hours on my own time to get the job done right."

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❑ STEP 4: Activity - 45 Minutes

Tell students they need to learn how to answer the 10 most common interview questions. Using a screen image of **Sue's Interview**, read aloud the first interview question and Sue's

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Sue's Interview

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5. **Why should I hire you?**
Sue's Sample Answer: "I have the training for this job. I have worked part-time in a medical center and I have completed an internship in a hospital lab. I have had excellent reviews on my job. I also earned high grades in my medical courses. I get along well with people and I am very dependable."

6. **What do you plan to be doing in five years?**
Sue's Sample Answer: "In five years I would like to work my way up in this hospital toward a supervisory position. I work well with people. I would like to have more responsibility in the future. I have had some training and am also interested in training others."

7. **What would other people say about your work when I call for a reference?**
Sue's Sample Answer: "People who work with me will tell you that I am dependable, friendly and take my work seriously. Everyone will say that I am a hard worker and loyal to the people I work with. You will also be told that I have had excellent reviews."

8. **Why are you looking for this type of position?**
Sue's Sample Answer: "I liked medical careers and took a medical course in high school. I decided I wanted to be a lab technician. Since high school I have been taking medical classes at the community college. I have also been working part-time at the college medical center and would now like to use my skills and get more experience by working in this hospital."

9. **What sort of pay do you expect to receive?**
Sue's Sample Answer: "What is the salary range for this type of position? I am very interested in this position and my salary would be negotiable."

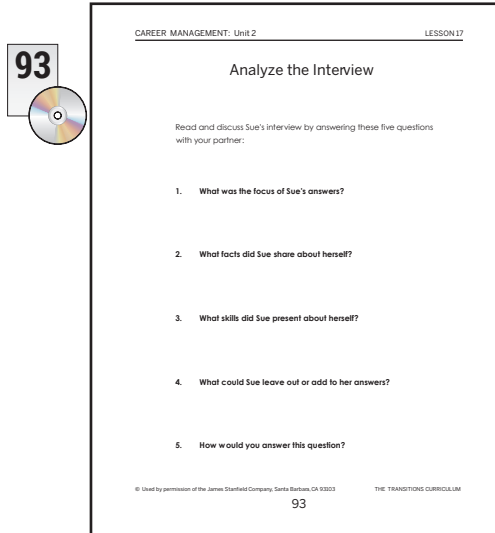
10. **What days and hours can you work?**
Sue's Sample Answer: "I am available to begin working as soon as the position is available. I can work every day, any shift I will be taking classes next semester. I would like to be able to adjust my schedule."

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Again, using the questions on **Analyze the Interview**, students will work in pairs for about five minutes to read and analyze the second interview question and Sue's answer to it. Have pairs report their answers to the analysis questions. Continue this activity by having students read and analyze each of the remaining interview questions and sample answers, followed by short reports

from each pair. It is important to thoroughly discuss each question and sample answer to prepare students for upcoming lessons. It will take more than one class period to complete the analysis on all 10 questions.



❑ STEP 5: Evaluate Outcomes

One thing I will do when answering an interview question is "_____."

❑ STEP 6: Connecting Activity

Have students imagine a job they would like to have. Students will think about how they would answer the 10 interview questions during a real interview.

KEY WORDS

analyze

facts

skills

present

MATERIALS AND PREPARATION

- Student Handouts: **Sue's Interview**, pages 91-92; **Analyze the Interview**, page 93.
- Prepare screen images for both handouts. Become familiar with the interview questions.

SCANS FOUNDATION SKILLS

- Basic Academic Skills: Reading, Listening, Speaking
- Thinking Skills: Creative Thinking, Visualizing
- Personal Qualities: Responsibility, Integrity/Honesty