

16 Meet an Employer's Expectations

TRANSITION OBJECTIVE

Students will learn how to meet an employer's expectations in an interview.

RELEVANCE TO SUCCESSFUL TRANSITION

When employers begin looking for a new employee, they have expectations of how that person will look, how dependable they are and what skills they have to do the job. If students understand these expectations, they will be better able to present themselves in the interview.

INSTRUCTIONAL SEQUENCE

❑ STEP 1: Update Journal

I have the qualities an employer is looking for, such as . . .

❑ STEP 2: Convene Roundtable

"I feel an employer would want to hire me because ____."

❑ STEP 3: Advance Organizer

"Today you will learn how to meet an employer's expectations in an interview."

89



CAREER MANAGEMENT: Unit 2 LESSON 16

Employer Expectations

Appearance
Grooming
Dress
Eye Contact
Posture
Voice Tone

Dependability
On Time for Interview
School Attendance
Reference Check
Express Your Dependability

Social Skills
Firm Handshake
Speak Clearly with Confidence
Use Appropriate Language
Considerate

Work Skills
Education/Training
Job Experience
Diploma/Certificates/Degrees
Related Skills
Willingness to Learn

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89

❑ STEP 4: Activity - 20 Minutes

In pairs, have students brainstorm what they think an employer is looking for in a new employee. After five minutes, have pairs report these answers as you write them on

the board. Compare student answers by grouping them in the categories on the **Employer Expectations**.

90



CAREER MANAGEMENT: Unit 2 LESSON 16

Highlight Your Skills

Develop effective answers to these interview questions by discussing and answering each of the questions a, b and c.

Interview Question **1. Why should I hire you?**
a. What is being asked?
b. What facts can you share about yourself?
c. What skills can you present?

Interview Question **2. What are your major weaknesses?**
a. What is being asked?
b. What facts can you share about yourself?
c. What skills can you present?

Interview Question **3. How does your previous experience relate to the position we have here?**
a. What is being asked?
b. What facts can you share about yourself?
c. What skills can you present?

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90

❑ STEP 5: Activity - 25 Minutes

Explain that to answer interview questions effectively, students must know the employer's expectations and learn how to meet those expectations when answering. For every question, students must understand what is being asked, what facts the employer is looking for and what skills the employer wants to hear. When answering, they must highlight their skills, stick to the facts and stay focused on the interview. Assign students to pair up and examine the three interview questions on the worksheet **Highlight Your Skills**. Using their own examples, they should

answer items a, b and c under each question. Allow about 15 minutes, then have each pair report their responses to the class.

❑ **STEP 6: Evaluate Outcomes**

One thing to consider when answering an interview question is "_____."

❑ **STEP 7: Connecting Activity**

Practice talking about your skills with a family member or friend.

KEY WORDS

expectations

dependability

examine

highlight

MATERIALS AND PREPARATION

- Student Handouts: **Employer Expectations**, page 89; **Highlight Your Skills**, page 90.
- Prepare a screen image of the **Employer Expectations** handout.
- Prepare to guide students through the analysis process.

SCANS FOUNDATION SKILLS

- Basic Academic Skills: Reading, Listening, Speaking
- Thinking Skills: Problem Solving, Visualizing, Reasoning
- Personal Qualities: Self-Esteem, Self-Management, Sociability