Job Interview

Job interviews might be considered high-stake conversations with prospective employers. They are high-stake because you generally have only one opportunity to convince the interviewer that you are the ideal candidate for the job.

SECTION 1	PERSONA	RSONAL INFORMATION					OFFICE USE ONLY									
	Name:			D.O.B.	/_	/ (y	yyy/mo/da)	Interviewe	r:							
	Street Addr	ess:						Current Da	ate: _		/_	/		(ууу	y/mo/	da)
	Town:			Prov	vince:			Interview I	.eng	th: _			(minu	tes)	
SECTION 2	☐ Fas	Station Att t Food Kitcl retary Assis	tendant / Ca nen stant	ashier				APPEARA CATEGO			l low	to 5	high			
	SUN	MON	TUE	WED	THR	FRI	SAT	Hair			1	2	3	4	5	
	10:00 am to	8:30 am to noon	8:30 am to noon	8:30 am to noon	8:30 am to noon	8:30 am to noon	8:30 am to noon	Manner			1	2	3	4	5	
	Noon to 5:00pm	3:30 pm to 7:00 pm	3:30 pm to 7:00 pm	3:30 pm to 7:00 pm	3:30 pm to 7:00 pm	3:30 pm to 7:00 pm	3:30 pm to 7:00 pm	Attire			1	2	3	4	5	
SECTION 3	QUALIFICATIONS (A) Tell us about yourself (Personal traits that may help in the position) (B) Documents (Grade level in school? Grades? Favourite subject?) (C) Experience (Work that may be similar to the position?)						•	1 2 1 2 1 2	3	4 4	5	6 7 6 7	8	9	10 10 10	
SECTION 4	SCENARIO QUESTIONS (What would you do if?) 1. Rude customers? 2. Saw thievery? From customer? From fellow employee? 3. Damage? Safety?							1 2 1 2 1 2	3	4 4		6 7 6 7	8		10 10 10	

SECTION 5 - REFLECTION How well did you do? What worked? What questions tripped you up?

SECTION 1	Address [7 marks]	
SECTION 2	Appearance [15 marks]	
SECTION 3	Qualifications [30 marks]	
SECTION 4	Scenario [30 marks]	
SECTION 5	Reflection [10 marks]	
	TOTAL	/92
	1	

TERMS

MANNER = Polite, courteous, and mannerly during the interview.

ATTIRE = Clothing appropriate / suitable to the job position.

SCENARIO = Hypothetical questions meant to get the interviewee thinking about the position in front of the interviewer.