

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	<p>PERSONAL INFORMATION</p> <p>Name: _____ D.O.B. ____ / ____ / ____ (yyyy/mo/da)</p> <p>Street Address: _____</p> <p>Town: _____ Province: _____</p>	<p>OFFICE USE ONLY</p> <p>Interviewer: _____</p> <p>Current Date: ____ / ____ / ____ (yyyy/mo/da)</p> <p>Interview Length: _____ (minutes)</p>																																													
SECTION 2	<p>APPLICATION POSITION (check ONE only)</p> <p><input type="checkbox"/> Gas Station Attendant / Cashier</p> <p><input type="checkbox"/> Fast Food Kitchen</p> <p><input type="checkbox"/> Secretary Assistant</p> <p>AVAILABLE HOURS (Circle ALL that apply)</p> <table border="1" style="width: 100%; text-align: center; border-collapse: collapse;"> <thead> <tr> <th>SUN</th> <th>MON</th> <th>TUE</th> <th>WED</th> <th>THR</th> <th>FRI</th> <th>SAT</th> </tr> </thead> <tbody> <tr> <td>10:00 am to noon</td> <td>8:30 am to noon</td> <td>8:30 am to noon</td> <td>8:30 am to noon</td> <td>8:30 am to noon</td> <td>8:30 am to noon</td> <td>8:30 am to noon</td> </tr> <tr> <td>Noon to 5:00pm</td> <td>3:30 pm to 7:00 pm</td> <td>3:30 pm to 7:00 pm</td> <td>3:30 pm to 7:00 pm</td> <td>3:30 pm to 7:00 pm</td> <td>3:30 pm to 7:00 pm</td> <td>3:30 pm to 7:00 pm</td> </tr> </tbody> </table>	SUN	MON	TUE	WED	THR	FRI	SAT	10:00 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	8:30 am to noon	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	<p>APPEARANCE</p> <table border="1" style="width: 100%; text-align: center; border-collapse: collapse;"> <thead> <tr> <th>CATEGORY</th> <th colspan="5">1 low to 5 high</th> </tr> </thead> <tbody> <tr> <td>Hair</td> <td>1</td> <td>2</td> <td>3</td> <td>4</td> <td>5</td> </tr> <tr> <td>Manner</td> <td>1</td> <td>2</td> <td>3</td> <td>4</td> <td>5</td> </tr> <tr> <td>Attire</td> <td>1</td> <td>2</td> <td>3</td> <td>4</td> <td>5</td> </tr> </tbody> </table>	CATEGORY	1 low to 5 high					Hair	1	2	3	4	5	Manner	1	2	3	4	5	Attire	1	2	3	4	5
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SECTION 3	<p>QUALIFICATIONS</p> <p>(A) Tell us about yourself (Personal traits that may help in the position)</p> <p>(B) Documents (Grade level in school? Grades? Favourite subject?)</p> <p>(C) Experience (Work that may be similar to the position?)</p>	<p style="text-align: center;">1 low to 10 high</p> <p>1 2 3 4 5 6 7 8 9 10</p> <p>1 2 3 4 5 6 7 8 9 10</p> <p>1 2 3 4 5 6 7 8 9 10</p>																																													
SECTION 4	<p>SCENARIO QUESTIONS (What would you do if ...?)</p> <ol style="list-style-type: none"> 1. Rude customers? 2. Saw thievery? From customer? From fellow employee? 3. Damage? Safety? 	<p style="text-align: center;">1 low to 10 high</p> <p>1 2 3 4 5 6 7 8 9 10</p> <p>1 2 3 4 5 6 7 8 9 10</p> <p>1 2 3 4 5 6 7 8 9 10</p>																																													

