

Lesson 2: What You Should Ask in an Interview and Follow-Up Procedures

Student Guide Pages: 257-260

Lesson Objectives: By the end of the lesson, your students should:

- be clear on the questions they need to ask a prospective employer
- know the appropriate criteria for interview follow-up guidelines
- keep good records to help them organize for future interviews

Lesson Summary:

This chapter provides important information on questions students should ask a potential employer, to help the employer see their level of interest in the opportunity. They will discover the follow-up guidelines to ensure that prospective employers see that they are both professional and prepared. Keeping good records will help them learn from their interview experiences, so subsequent interviews go more smoothly.

Possible resource:

1. <https://www.thebalancecareers.com/post-interview-etiquette-2316005>

Review Questions:

- What are the six most important questions you should ask at an interview?

Answer:

1. How long has the business been in existence?
 2. What do you see ahead for this business, in the next five years? In your opinion, what does the future of the industry hold?
 3. Is there an opportunity for continuing education and training?
 4. Who would I report to?
 5. What is the culture of the company?
 6. What is the range of salary compensation?
- What are the important guidelines to following up an interview?

Answer:

1. Obtain the proper spelling of the name of the person/persons who interviewed them.
2. Send a handwritten thank-you note to each person within two business days. Check for any grammar and spelling mistakes. Always remember accurate contact information.
3. Be certain that all email and phone messages are professional.
4. Thank the interviewer for their time and interest and be sure to reemphasize the candidate's interest and compatibility with the job.
5. Alert references of a possible call.
6. Continue the job hunt and follow up the interview with a telephone call within one week.

- How and why should you keep good records of your interview?

Answer: Write down the name of the person who interviewed you and the date the interview took place. Record all follow-up actions, like thank-you notes, phone calls, etc., and make note of how the interview went. All these actions will make you more polished for your next interview!

Homework:

Students should prepare a notebook with potential questions and answers for interviews. They should also create a follow-up notebook, in order to keep records of their interviews.

Class Activity:

Students can role play, pretending to ask questions of a possible employer to help them feel more comfortable in an actual interview. Students can also practice writing a thank-you note to a prospective employer and have others in the class review the note.

Additional Information:

Interviews succeed or fail based on the smallest things. Being prepared for interview questions is imperative to the success of the interview. Arm yourself with knowledge about the company so you impress the interviewer. They love to know that you are genuinely interested in their business.

Fun Facts:

Most people send thank-you notes via email, but the handwritten note is ten times more likely to be read and kept by the receiver.

Notes: _____
