

Job Application and Interview Worksheets

Job Objective Worksheet

The questions below can help you determine what your job objectives should state:

- What type of employment are you seeking?
- What you can offer the company?
- Where do you want to go with this position?

Answer these questions and write a job objective based on your answer:

What kind of job would I like to have? Three choices would be:

Job 1: _____

Job 2: _____

Job 3: _____

What can I do to be better qualified for these jobs?

Job 1: _____

Job 2: _____

Job 3: _____

What are my future goals in these positions?

Job 1: _____

Job 2: _____

Job 3: _____

Education Worksheet

Use your answers to the following questions to gather and compile information for the Education date on your personal resume.

List the courses you will need to take in high school, vocational school and college to reach your career goals and get the job that you want.

Explain which of these courses will help you prepare for the position you want.

Which of these courses do you think you will interest you the most?

Cover Letter Worksheet

Answer the questions below to help you decide what information should be included in your personal cover letter. Remember, the cover letter will be sent with your resume. The purpose of the cover letter is to introduce yourself to a company, demonstrate your interest in the company or job, draw attention to your resume and motivate the person reading your information to interview you. Often, the cover letter is the first contact you have with a prospective employer.

Why do I want to work for this company? What type of future can they offer me?

What can I offer this company?

What experience or education do I have to offer that qualifies me for the position?

Activity:

Using the classroom technology, search CareerBuilder.com, monster.com or company websites to search for three different positions that interest you. Write a cover letter for the position you would most like to have at the company where you would like to work. Have a classmate critique your letter for proper grammar, spelling, clarity and positive wording. Ask them how your letters can be improved?

Application for Employment

Personal Information:

NAME: _____ **SOCIAL SECURITY #** _____ - _____ - _____
LAST MIDDLE FIRST

STREET ADDRESS: _____ **CITY:** _____ **STATE:** _____

PHONE NUMBER: _____ **EMAIL ADDRESS:** _____

TYPE OF EMPLOYMENT DESIRED: _____ **PERMANENT** _____ **TEMPORARY** _____ **FULL TIME** _____ **PART TIME**

POSITION DESIRED: _____

Education:

SCHOOL NAME, CITY and STATE	DATES ATTENDED	DEGREE	MAJOR
	FROM TO		
	FROM TO		
	FROM TO		

ACTIVITIES:

List honorary, athletic, social activities. Do not list activities which indicate race, creed, color, national origin or religious affiliation.

Experience:

List previous employment (last 3 jobs) beginning with the most recent position:

Company Name, City and State: _____

Your Position: _____ Supervisor's Name and Title: _____

Length of Employment: From _____ to _____ Salary: Start _____ Ending _____

Duties and Responsibilities: _____

Reason for Leaving _____

Company Name, City and State: _____

Your Position: _____ Supervisor's Name and Title: _____

Length of Employment: From _____ to _____ Salary: Start _____ Ending _____

Duties and Responsibilities: _____

Reason for Leaving _____

Company Name, City and State: _____

Your Position: _____ Supervisor's Name and Title: _____

Length of Employment: From _____ to _____ Salary: Start _____ Ending _____

Duties and Responsibilities: _____

Reason for Leaving _____

References:

Name: _____ Position: _____

Email: _____ Phone: _____

Name: _____ Position: _____

Email: _____ Phone: _____

Name: _____ Position: _____

Email: _____ Phone: _____

I certify that information contained in this application is true and complete. I understand that false information may be grounds for not hiring me or for immediate termination of employment at any point in the future if I am hired. I authorize the verification of any or all information listed above.

Signature: _____ Date: _____

Practice Interview Questions

What can you tell me about yourself?

Why do you want to work for this company?

Why have you chosen this field as your career?

How would you describe yourself?

Why did you leave your last job?

What type of salary do you expect?

How do you define success?

What are your career objectives 5 years from now? 10 years from now?

What do you feel to be your greatest talents? What do you feel to be your weakest point?

Which courses did you enjoy the most in school?

Were there courses in school where you struggled? Why?

How has your education prepared you for the job?

What contributions do you think you could make to this company?

What type of relationship do you feel you should have between a supervisor and direct reports?

What was your most rewarding experience in school?

Do you have any immediate plans to continue your education?

In what type of extra curricular activities did you participate?

What experiences did you gain from your extra curricular activities?

Are you comfortable working individually? In groups of people?

How well do you think you work under pressure? How do you handle stress?

What do you know about this company? About this position?

What do you think this position/job is important to the success of the company?

Are you willing to relocate?

Are you willing to travel? Work overtime?

Do you have any work restrictions?

How do you spend your free time?

How well do you get along with other people?

Why should I hire you?

JOB INTERVIEW EVALUATION FORM

Applicant Name: _____ **Date:** _____

All applicants are expected to have an appropriate cover letter and resume.

Interviewer: Please place an X in the appropriate box and make comments that would be helpful for the applicant to improving their interviewing skills.

APPEARANCE	Poor	Fair	Average	Good	Superior
Dress					
Grooming					
Body Language					
Eye Contact					

CHARACTERISTICS	Poor	Fair	Average	Good	Superior
Assertive					
Achievement-oriented					
Cooperative					
Responsible					
Outgoing					
Open					
Dedicated					
Poise					
Maturity					
Professional					
Verbal/Persuasive					
Ability to learn					

GOALS/PERCEPTION OF SELF	Poor	Fair	Average	Good	Superior
Realistic appraisal of self					
Reason for interest in field					
Realistic career goals					

QUALIFICATIONS	Poor	Fair	Average	Good	Superior
Education/Training					
Accomplishments					
Skills					
Relevant Experience					
Potential					

DECISION MAKING/PROBLEM SOLVING	Poor	Fair	Average	Good	Superior
Creativity					
Logic					

REASONS FOR SELECTING PARTICULAR ORGANIZATION	Poor	Fair	Average	Good	Superior
Commitment					
Knowledge of Organization					
Knowledge of Industry					

JOB EXPECTATIONS	Poor	Fair	Average	Good	Superior
Realistic					
Match employer's needs					

LONG TERM OBJECTIVES	Poor	Fair	Average	Good	Superior
Realistic					
Potential to grow					

OVERALL	Poor	Fair	Average	Good	Superior
EVALUATION					
Additional comments:					

Summary: *Do this, not that!*

Do This:

- *Prepare a complete, attractive resume that stresses your qualification in a positive manner*
- *Write an effective cover letter that sells you!*
- *Get permission from people you plan to use as a reference (Remember, you will need three)*
- *Dress appropriately for the interview*
- *Arrive for the interview a few minutes early*
- *Go to the interview alone*
- *Greet the receptionist and your interviewer courteously*
- *Be confident and smile*
- *Research the company*
- *Be prepared to answer questions about the company*
- *Be prepared to answer questions about yourself and your qualifications*
- *Thank the person interviewing you for the opportunity to talk with them*
- *Send a thank you letter or note*

Do Not:

- *Do not send or present a resume that was hastily put together and contains errors.*
- *Do not use a general, all purpose resume. Submit a resume specific to the position*
- *Do not submit an application that is illegible or incomplete*
- *Do not give inaccurate information*
- *Do not arrive late for an interview*
- *Dress appropriately. Do not wear jeans, wrinkled clothing. Wear modest jewelry.*
- *Do not overdo perfume or aftershave*
- *Do not take friends or family to an interview*
- *Do not forget your manners!*