

Instructor's Guide

for

Quick Interview and Salary Negotiation Video

Overview

Today's job market moves at a brisk pace, and you have to act fast in order to win the job of your dreams. That means pulling away from the pack by making yourself stand out, and there is no better chance to do that than in the interview.

This video shows job seekers how to successfully navigate the interview from the opening moves to accepting a job offer. It addresses the three basic employer expectations, the seven stages of any job interview, and the ten questions job-seekers are most likely to encounter. In addition, the video offers specific strategies for making a good impression, following up, and negotiating salary.

The video offers suggestions for activities and group discussions, some of which are also introduced in this instructor's guide. The ultimate goal is to prepare job seekers for their next interview by giving them the tools and advice they need to be successful. Feel free to pause the video at any point for activities and discussion as your own schedule dictates.

Presentation Suggestions

Begin by asking students about their past or current experience with job interviewing. What do they do to prepare? Are they nervous or scared? What questions seem to give them the most difficulty? How do they go about making a good impression? Try to get a sense of the variety of strategies they use and the problems they face.

Point out that while the interview is the most important 60 minutes of the job search, it is not something to be afraid of. In fact, with careful preparation and a positive attitude, job seekers can handle just about any question or interview situation that comes their way. The key is to understand the employer's expectations and to convince him or her that you have the skills necessary to do the job.

When you feel students have begun thinking about these issues, give them the **Anticipation Quiz** to complete prior to watching the video. If you wish, allow the students to state their answers and discuss them.

Show the video. Encourage students to take notes or to make changes to the answers they put down for the Anticipation Quiz while watching the video.

At the conclusion of the video, ask students to discuss any changes they made to their answers on the Anticipation Quiz as a result of information they learned. Follow up this discussion with the **Activities**.

Use the **Discussion Questions** to request oral or written responses from students or assign the questions as homework essays.

Give the **Quick Quiz** at the conclusion of class and correct the quizzes as a group.

Assign the **Homework Option** if desired.

Anticipation Quiz

Directions: Answer these questions as completely as possible. You will revise your answers as you watch the video.

1. What are the three basic employer expectations?
2. List three of the ten most common questions you are likely to be asked in an interview.
3. How do you follow up after an interview?
4. What do you say if asked about salary before you are offered a job?
5. Is it okay to discuss personal issues, such as marital status, in an interview?

Answer Key

1. Appearance (a good impression), dependability (counted on to do the job), and credentials (the skills and experience necessary to do the job).
2. Why don't you tell me about yourself?
Why should I hire you?
What are your major strengths?
What are your major weaknesses?
What sort of pay do you expect to receive?
How does your previous experience relate to the jobs here?
What are your plans for the future?
What will former employers, or teachers, say about you?
Why are you looking for this sort of position and why with this company?
Why don't you tell me about your personal situation?
3. Always send a thank-you note, call back when you say you will, keep track of your appointments.

4. Essentially you just say “Salary requirements are negotiable” and that you would like to find out more about the job.
5. No. You should avoid discussing personal matters or getting off topic, even if the employer digresses.

Activities

Activity #1

Title: 30-Second Interviews

Format: Partners

Time: 15-20 minutes

Materials: 3 x 5 index cards (10), small bucket or hat, watch or digital timer

Procedure:

1. Write each of the 10 most common interview questions on separate 3 x 5 cards prior to the class meeting.
2. Place these cards in a bucket or hat.
3. Explain that two names will be called. Those students will go to the front of the room, and one of them will pull a question from the hat. That person is the interviewer. The other person is the interviewee.
4. The students will then have 30 seconds to role-play the question and response.
5. End the role-play after 30 seconds. Have the class discuss what was effective and ineffective about the response to that question.
6. Repeat this exercise until all 10 questions have been addressed or until all students have had the opportunity to participate.

Activity #2

Title: Opening Moves

Format: Partners

Time: 15-20 minutes

Materials: 3 x 5 index cards (10), small bucket or hat, watch or digital timer

Procedure:

1. Prior to the class meeting, write each of the following on a separate 3 x 5 card:
 - The Rude One
 - The Shy One
 - The Relaxed One
 - The Uptight One
 - The Energetic One
 - The Confident One
2. Place these cards in a bucket or hat.
3. Explain that two names will be called. Those students will go to the front of the room, and one of them will pull a personality card from the hat.
4. The students will then have 60 seconds to role-play the opening moves of an interview. One student, the job seeker, will take on the personality listed on the card. Start the role-play from the moment the job seeker and interviewer first come into contact. Cut each role-play off after one minute.
5. Discuss the kind of impression the job seeker made on the interviewer. Which behaviors were effective or ineffective? Be sure to reflect on eye contact, body posture, hand shakes, and facial expressions.
6. Feel free to repeat this exercise until all six personalities have been represented. Then open up to a general discussion of how one can make a good first impression at an interview.

Discussion Questions

1. The video suggests you will be more believable if you admit to at least one weakness. But how do you admit to a weakness without hurting your prospects of getting the job?
2. What are some things you can do the day before an interview to be better prepared?
3. How important is personal appearance in an interview? Should employers use personal appearance as a way to judge the quality of a job candidate? What aspects of personal appearance should be considered and which shouldn't?

Quick Quiz

Note: You may read these questions out loud, allowing time for students to respond, or copy and hand this out as a written exercise. If you read the quiz, write responses on the board/overhead.

Directions: Indicate whether each statement is true or false, according to the video.

1. 80% of job seekers do a poor job of communicating their skills to employers.
2. Researching the company before an interview is usually a waste of time.
3. One key to answering *any* interview question is to first respond to it in a non-damaging way.
4. Generally the first person to give an exact figure in a salary negotiation wins.
5. It is important to do a skills analysis before going into an interview.
6. It is best to bracket your expected salary range.
7. You should always send a thank-you note after an interview.
8. It is best to wait for the interviewer to close the interview by letting you know when *they* will be in touch.
9. It is important to maintain eye contact when making an impression.
10. Salary questions on applications or in interviews are designed to screen people out.

Answer Key

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|---------|----------|----------|----------|----------|
| 1. True | 2. False | 3. True | 4. False | 5. True |
| 6. True | 7. True | 8. False | 9. True | 10. True |

Homework Option

One key to effective salary negotiation is knowing the probable salary range in advance. This involves careful research as even similar jobs can have different salary ranges depending on the location and other circumstances.

Pick three jobs that you are interested in or that you have interviews scheduled for. Then using the Web sites listed below, research the probable salary range for each of those jobs in your area. Be sure to keep this information handy when you interview.

Salary Research Sites:

- www.salary.com
- www.payscale.com
- www.monster.com (use their free salary calculator)
- <http://vault.salary.com/>