

Manners Matter

Activity Guide Ages 13 to 19

Landing a Job

The Right Foot

Almost everyone understands the value of acting appropriately in the working world.

If nothing else, your paycheck depends on it. Good etiquette is important throughout your career, but never as important as in your job interview. It would be rare for a person to arrive at an interview

sloppily dressed and poorly groomed, speak crudely to and avoid eye contact with the employer, then leave with the job. It is important to be qualified for a job, but it's also critical that you behave with respect and courtesy.

Civil Action

The best way to be prepared for a job interview is to practice. Discuss with your helper a job that you would like to have. He or she will play the role of employer and interview you. Prepare for your interview as if it were real. Do some research about the job or company. Dress in clothing you think is appropriate for the interview. After your interview, ask your helper for feedback about your performance. Another option is to videotape the interview so you can watch and critique yourself. In this manner, you'll see yourself just as the employer would.



Life Skill

- Marketable skills

Project Skill

- Job etiquette

Objective

- Participant prepares for and participates in a job interview

Success Indicators

- Participant is at ease during the interview, knows about the job, and presents skills and experience effectively

Eti-Kit

- Job application (helper will provide)
- Pen or pencil
- Two chairs
- Video camera (optional)
- Clothing for interview

Courtesy Corner

- It is impolite to brag or boast about one's accomplishments. But a job interview is one place where excessive modesty will not serve you. It is appropriate to be assertive and confident in describing why you are qualified for a job.

Manners Matter

Activity Guide Ages 13 to 19

Extra Polish

Getting along with co-workers and supervisors is as much a part of your job as the work you do. Interview a successful person with the type of job you might like to have. Develop a list of questions about how this person interacts with co-workers, bosses, or employees he or she supervises. What kinds of behaviors rely on common sense? Which ones are more challenging? How might a job working with public be different than one in which you worked mostly alone?

Finishing School

Share

- Did you get the job? Why or why not?
- What questions were easiest to answer? Which ones were hardest? Do you think there were any “trick” questions in the interview?
- Why is it important to dress well for an interview?
- What things about your appearance or personality do you think would be obstacles to getting a job? How could you change them or use them as assets in finding the job you want?

Process

- What do you think it means to behave in a “socially acceptable” manner?
- How is it sometimes possible for rude people to be successful?

Generalize

- At what other times do you try to make a good first impression?

Apply

- How can you use what you practiced to actually land a job in the future?