

*Corcoran High School
2017 Senior Exit Interviews*



*Learn how to be a successful candidate for future employment
interviewing opportunities.*

Land the job you deserve!

Senior Exit Interview 2017 Planner and Checklist

Check off as you complete each task.

1. **“Job Skills vs. School Skills” review and discuss.** _____

2. **Cover letter** _____

A well-written cover letter is required as the *first* sheet of the packet to be presented to the interviewers at the time of your interview.

3. **Resume worksheet** _____

Worksheet to be completed in preparation of a final draft resume to be presented to interviewers.

4. **Resume** _____

This will be the *second* sheet of the packet to be presented to the interviewers at the time of your interview.

5. **Job application** _____

This will be the *third* sheet of the packet to be presented to the interviewers at the time of your interview. Be sure to complete accurately and sign.

6. **Two letters of recommendation.** _____

These will be the *fourth and fifth* sheets of the packet to be presented to the interviewers at the time of your interview.

7. **“Frequently asked interview questions”.** _____

Practice interviewing with classmates and complete the evaluation.

8. **Planner and checklist** _____

All tasks should be checked off and you are ready to be interviewed.

Mrs. Gabbard will collect the entire packet upon successfully passing Senior Exit Interviews.

Job Skills

vs

School Skills

Attendance ********Attendance***
Come every day. *Come every day.*

Punctuality ********Punctuality***
Be on time. *Be on time.*

Teamwork ********Teamwork***
Works cooperatively with others. *Works cooperatively with others.*

Communication ********Communication***
Talk and listen effectively. *Talk and listen Effectively.*

Competence ********Competence***
Be able to read, write, and compute. *Be able to read, write, and compute.*

Problem-solve ********Problem-solve***
Be able to choose viable solutions to resolve issues. *Be able to choose viable solutions To resolve issues.*

Time Management ********Time Management***
Set goals and be organized. *Set goals and be organized.*

Leadership ********Leadership***
Motivate others toward goals. *Motivate others toward goals.*

Ethics ********Ethics***
Have integrity.. Always do the right thing. *Have integrity.. Always do the right thing.*

Cover Letter

A cover letter is used to:

- Introduce you and your resume to a prospective employer
- Express your interest in a specific job with a specific company
- Answer an advertisement by sending a resume through email or postal mail

Tips for writing an effective cover letter:

- Always address to a specific person by name and title when possible
- State position you are seeking and explain why you are the best person for the job
- Keep it to one neatly typed page. Do not send copies, originals only.
- Be employer specific, mentioning something unique for each job.
- Proofread, Proofread, and proofread to prevent any grammatical errors.

Sample Cover Letter

Your present street address
City, State, Zip Code
Contact number including area code

Current Date in this format (January 01, 2008)

Mr. John Academic
College High School
Address
City, State, Zip Code

Dear Mr. Academic

I'm writing in response to your advertisement in the College Journal for an Assistant English teacher at Honor Roll High School.

I have a Bachelor's degree in English and experience in tutoring and lesson planning in a variety of subjects. I would appreciate the opportunity to expand the details of my skills and qualifications that will set me apart from the other candidates.

A resume of my qualifications and professional recommendations are enclosed. Please consider scheduling an interview so that I may discuss them with you.

Thank you for your time and consideration. I look forward to hearing from you soon.

Sincerely,

Your Name

How to Prepare an Effective Resume

1. **Resume Essentials** Do a self-assessment on the resume worksheet attached. This will make it easier to prepare a thorough resume.

Design These tips will make your resume easier to read and more appealing to potential employers

- Use 8 ½ x 11 inch white or off-white paper.
- Keep it short. One to two pages, one sided each.
- Use font of 12 to 14 points in black ink.
- Do not fold or staple. If you must mail it, put it in a large envelope.

2. **The content of your resume**

Contact Information All your contact information should go at the top of your resume

- Name, address, phone number, professional email address
- Avoid nicknames and “cute” email addresses.
- Use a permanent address and phone number where you can easily be reached.

Objective Tells potential employers the type of work you are seeking.

- Be specific about the job you want. **Example:** To obtain an entry-level position within a financial institution requiring strong analytical and organizational skills.
- Tailor your objective to each employer of which employment you seek.

Skills/Experience

- List all skills and experience you have obtained through education and experience; beginning with any related to the position you are applying for.

Employment History List all employment history with the most present first.

- Title at current or most recent position
- Brief description of duties performed including any special skills and achievements
- Name and contact information of supervisor or Human Resources Department
- Dates of employment

Education List all educational information beginning with the most recent first.

- Educational Institution and location
- List accomplishments (degree, certificate, major/minor)
- Mention academic honors

Resume Worksheet

Name _____
Address _____
Phone _____
Email _____

Objective _____

Skill/Experience _____

Skill/Experience _____

Skill/Experience _____

Skill/Experience _____

(May add more if applicable)

Employment History

Title _____

Duties _____

Name and contact information of supervisor or Human Resources department

Dates of employment _____

Title _____

Duties _____

Name and contact information of supervisor or Human Resources department

Dates of employment _____

Title _____

Duties _____

Name and contact information of supervisor or Human Resources department

Dates of employment _____

Education

Educational institute and location _____

Accomplishments (degree, certificate, major/minor) _____

Academic honors (optional) _____

Educational institute and location _____

Accomplishments (degree, certificate, major/minor) _____

Academic honors (optional) _____

First Impressions

As soon as you ask for a job application, you are being evaluated by your possible future employer. Your appearance both in person and on paper represents what type of worker you might be. In the employer's mind, they are taking a chance on a stranger and need to make every effort to ensure that they are choosing someone who will help, not hurt, their business.

Below are some tips which will assist you in leaving a positive impression on the employer.

Tip:

Wear clothing that reflects either the uniform being worn or the type of dress by other employees.

Employer's reaction:

"I could see that person working here. They look like the rest of the employees."

Tip:

Smile and be friendly when you ask for an application; and when you turn it in.

Employer's reaction:

"Who was that pleasant person? Did they take an application? I hope they follow through on it."

Tip:

Choose your words wisely. "You don't have any applications do you?" could leave you with a "No" answer. "I'd like an application for the receptionist's position" is straightforward and much more assertive.

Employer's reaction:

"Great communication. They even know the name of the position we have open."

Tip:

Fill out the application and return it as soon as possible.

Employer's reaction:

"That was fast. They were only in here an hour ago."

Tip:

Type or print neatly. Fill in every blank or N/A when a question does not apply to you. Make sure your spelling is accurate. Answer each question correctly. Be honest.

Employer's reaction:

"If they are as neat with their work as they are on the application, they would make a good employee."

Tip:

When returning your application, attach a resume and a letter of recommendation.

Employer's reaction:

"Impressive. This person is prepared and has a good letter of recommendation. We should call them for an interview."

How to Fill Out a Winning Job Application

- Read and follow all instructions carefully.
- Keep the application spotless. Be sure your answers are legible; type if possible, or print neatly using black ink. If you make a mistake, use one line to cross out and initial. Do not scribble anything out.
- Fill in all the spaces. If it does not apply to you, write “N/A” or not applicable. Be honest.
- When filling in the “Position Applied For” section, be specific. Do not respond with the word “Anything”.
- When asked for salary desired, find out the salary range for the job by asking the receptionist, reading the job description, or researching other sources.
- Social Security number on application is optional. You may use “available upon hire”.
- List, in order, the schools you have attended, beginning with the most recent. Include job-related training and certificates or diplomas earned
- List, in order, previous employment, beginning with the most recent.
- When describing work experience or skills, emphasize duties that are the same or similar to the job you are applying for.
- Use volunteer work as work experience when it shows you have skills or interests that relate to the job you are seeking.
- Select three people for references who have known you for at least one year and who know your skills.
- Proofread. Misspelled words are fatal; have someone else proofread the application if at all possible.
- Attach a copy of your resume and reference letter(s) unless specifically instructed not to.
- Sign the application.
- Meet the application deadline.

Application for Employment

Position You Are Applying For _____

Desired Salary _____

Date Available for Work: _____

PERSONAL INFORMATION

Last Name _____

First Name _____

Middle _____

Address _____

City _____

State _____

Zip _____

Home Phone: _____ Cell Phone: _____ Email address: _____

Social Security Number: _____

Are you a U.S. Citizen? Yes No

Have you ever been convicted of a felony? Yes No

If selected for employment are you willing to submit to a pre-employment drug screening test? Yes No

EDUCATION

School Name	Location	Years Attended	Degree Received	Major

Other training, certifications or licenses held: _____

EMPLOYMENT

Employer: _____ Dates Employed: _____

Work Phone: _____ Pay Rate: \$ _____ to _____

Address: _____

City: _____ State: _____ Zip: _____

Position: _____

Duties Performed: _____

Supervisors Name and Title: _____

Reason for leaving: _____

May we contact them? Yes No

REFERENCES

Name	Title	Company	Phone

Acknowledgement and Authorization

I certify that all answers given herein are true and complete to the best of my knowledge.

I authorize investigation of all statements contained in this application for employment as may be necessary in arriving at an employment decision.

In the event of employment, I understand that false or misleading information given in my application or interview(s) may result in discharge.

Signature of Applicant _____ Date _____

Letter of Recommendation Request Form

Dear: _____

I would appreciate your consideration in writing a letter of recommendation for me.

If you agree, I would need this letter completed by _____

The following would be helpful when you write this letter:

1. Please write on company letterhead or use a company stamp if possible. If these items are not available to you, please be sure to include the following information:
 - a. company name, address, city, state, and zip code
 - b. company phone number
2. Please type the letter. If you do not have time to do so, please give me a handwritten copy and I will type it.
3. Please date the letter.
4. Please include the dates I have known or worked for you.
5. Please include the capacity in which you have known me; student, employee, coworker...
6. Please include your complete name and title in your signature.
7. Please sign the letter.

As you write the letter, the following information may be helpful to you:

1. The classes I am taking: _____

2. Skills: _____

3. Personal qualities: _____

4. Future plans and goals: _____

Thank you for your help and consideration.

Sincerely,

Letter of Recommendation Request Form

Dear: _____

I would appreciate your consideration in writing a letter of recommendation for me.

If you agree, I would need this letter completed by _____

The following would be helpful when you write this letter:

8. Please write on company letterhead or use a company stamp if possible. If these items are not available to you, please be sure to include the following information:

- a. company name, address, city, state, and zip code
- b. company phone number

9. Please type the letter. If you do not have time to do so, please give me a handwritten copy and I will type it.

10. Please date the letter.

11. Please include the dates I have known or worked for you.

12. Please include the capacity in which you have known me; student, employee, coworker...

13. Please include your complete name and title in your signature.

14. Please sign the letter.

As you write the letter, the following information may be helpful to you:

1. The classes I am taking: _____

2. Skills: _____

3. Personal qualities: _____

4. Future plans and goals: _____

Thank you for your help and consideration.

Sincerely,

Job Interview Tips

Being well prepared for an interview gives you the opportunity to showcase your qualifications to an employer. The following information provides some helpful hints.

Preparation

- Have a specific position in mind.
- Be prepared to explain your qualifications for the position.
- Be prepared to answer broad questions about yourself.
- Review and update your resume if necessary.
- Practice an interview with a friend or relative.
- Arrive at least 10-15 minutes before scheduled time of your interview.

Personal Appearance

- Be well groomed.
- Dress appropriately and professional.
- Do not chew gum.

The Interview

- Try to relax.
- Greet your interviewer by name if known and firmly shake their hand.
- Use proper English. Avoid slang.
- Answer each question concisely and promptly.
- Use good manners.
- Use body language to show interest and enthusiasm.
- Ask questions about the position and/or the organization that you may not have found during your previous research.
- Thank the interviewer and shake their hand when you leave.

Test (if the employer gives one)

- Listen closely to instructions.
- Read each question carefully.
- Answer all questions and write legibly and clearly.
- Budget your time wisely and do not dwell on one question.

Information to bring to an interview

- Cover letter
- Resume
- Application
- One to two letters of recommendation
- Social Security card or proof of eligibility to obtain employment in the event you are hired on the spot (not necessary to bring to senior interview)
- Picture identification; CA Driver's license or ID in the event you are hired on the spot (not necessary to bring to senior interview)

Some Reasons Why People Don't Get Hired

A big part of successfully interviewing is being careful not to commit some obvious errors. Avoid these mistakes and you are far more likely to find yourself in the finals for the job.

1. **Arriving late for the interview.** Nothing makes a worse impression. Leave early enough to compensate for any potential problems: flat tire, getting lost, slow trains, etc.
2. **Poor personal appearance or improper dress.** “You never get a second chance to create a good first impression”. The decision to consider you as a serious applicant is made in the very first few minutes of the interview. Dress professional and appropriate for the position. Show confidence with good posture, proper English, and maintaining eye contact. Refrain from smoking immediately before entering interview.
3. **Chewing gum.** Gum is totally inappropriate in an interview.
4. **Negatively admitting a flaw.** Some interviewers will ask, “What are your weaknesses?” Answer the question by stating a positive weakness. For example, “I sometimes get so involved in a project that I forget to schedule personal time to rest and regenerate.”
5. **Not knowing your strengths.** Know your strengths and be prepared to explain without hesitation and in enough detail to satisfy the interviewer.
6. **Asking too many questions.** While it is a good idea to ask a few questions to show interest and gain clarification of the position and/or business, you do not want to dominate the entire interview and put the interviewers on the defensive?
7. **Excessive interest in money.** Complete the interview without discussing the details of the salary you are expecting. Research the average salary for the position beforehand. There will be time to negotiate salary upon offer of employment.
8. **Negative comments about former jobs and/or supervisors.** Discussing the negative aspects of a former job or supervisor creates an impression that you are a difficult employee to work with and may cause negativity in their company.



CORCORAN HIGH SCHOOL

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March, 2017

Luke Bryan
Corcoran High School
Corcoran, CA 93212

Re: Senior Exit Interviews

Dear Luke,

Thank you for your participation in learning how to be a successful candidate for future employment interviewing opportunities.

A panel interview has been set up for you on Wednesday, May 31, 2016 at 8:00 am in the Technology Learning Center. You will need to bring with you to the interview your completed cover letter, application, resume, and at least one letter of recommendation.

Please check in at the reception area at least five minutes prior to your interview time. If you have any questions feel free to contact me in the Career Center.

Sincerely,

Mrs. Gabbard
CHS Work Based Learning Coordinator