Chapter 22

Activity 22-4 Evaluating Interview Scenarios

**Directions:** Complete the following activity to gain insight into how to succeed in a job interview.

 Suppose you are an employer who is getting ready to hire a few new employees. You own a small business that has about 25 employees, and you’re expanding. You have set up some interviews with people. After each interview, you write your impressions of the person. Some of the interviewees and the interview process are described below. You may assume that the remainder of each interview is similar to what you read here. Write your thoughts about the applicants.

Activity Questions

1. As Elana is brought into your office, she walks in slowly and looks at the desk but not at you. You extend your hand and she barely hangs on through the handshake. You ask whether she had any trouble finding the building, and she says, “Yeah, it was hard. I had went to a place out here once, but I didn’t know this was here. I couldn’t hardly see the sign on the front of the building.” Elana stares at the floor while you ask a few questions. You say, “Tell me, Elana, do you enjoy working with others on a team?” Elana replies, “It’s okay I guess.”

<<Place Answer Here>>

2. Owen walks into your office. He smoothes his worn jeans as he sits down in the chair you designate. He pushes his hair out of his eyes and smoothes it to the back of his head with both hands. As he slumps into the chair a bit, he pulls his open shirt together over his T-shirt. He says nothing while tapping both feet on the floor. “Why do you want to work here?” you ask. Owen replies, “I need a job.”

<<Place Answer Here>>

3. Yvonne walks into your office with head held high and reaches out to shake your hand. She takes a chair before you indicate which one. “I know someone who used to work here,” she says right away. “Lurleen Abbott. Remember her? Your advertising brochure comes to the place where she works now, and she showed it to me. Have you ever thought of using some brighter colors on those brochures? That would be a nice improvement. I actually took a class in graphic design, so I know a lot about it. This is a great office, you know? I think I could be happy with this one.” She laughs. “In what kind of environment do you like to work?” you ask her. “Oh, this one would be fine,” Yvonne replies, “but I think I’d change the reception area. Don’t you think making it larger would be impressive?”

<<Place Answer Here>>

4. Shane thanks your assistant as he is brought into the room and turns to you with a smile. You offer your hand, and Shane’s handshake is firm. He stands with you until you gesture toward a chair. Shane places a case beside him on the floor. “I saw your products on display in the waiting room,” he says. “I saw one model featured in the news recently.” As the conversation continues, you ask, “Why do you plan to leave your current job, Shane?” He replies, “I’m looking for a bigger challenge and a better way to grow my career.”

<<Place Answer Here>>

5. You’ve been waiting for Amy for a half hour. Finally, she arrives and is brought to your office. She walks in and says nothing except, “Hi.” You say, “I was just working on the expansion plan for our company.” Amy replies, “Oh, yeah? What do you do around here?” You give her a brief overview. “Wow,” Amy says. “That’s a new one on me.” You ask, “What interests you about this job, Amy?” She answers, “Well, I thought I’d know more about that after talking to you.”

<<Place Answer Here>>

6. Of the five applicants above, which one would you most likely consider hiring? Why?

<<Place Answer Here>>

7. Ask your instructor where to save your documents. This could be on the school’s network or a flash drive of your own. Name your document *FirstnameLastname*\_Activity22-04.docx (i.e., JohnSmith\_Activity22-04.docx).