

## JOB INTERVIEW ASSIGNMENT

Select a job with an interior design background such as working in a furniture store, floral shop, home improvement store, or the household department of a store. The job should be one for which you are presently qualified. All information should be factual. All materials, other than letters of recommendation, must be the work of the participant.

- I. Prepare a portfolio of materials that represent your work. Grading will be on neatness (typed or written in ink), correct spelling and grammar, organization and relevance of the materials presented.
  - A. The portfolio will contain up to 6 divider pages, and 25 content pages.
  - B. The portfolio will include:
    1. A cover sheet
    2. Job specification sheet with name of employer
    3. Job title
    4. Short job description
    5. Required hours and wages typically offered for this job
  - C. Business communication:
    1. Cover letter
    2. Resume
    3. Two letters of recommendation
  - D. Understanding of job (school-based learning, work-based learning)
  - E. Career development planning—Application of family and consumer science skills and their relationship to job seeking/job keeping
  - F. Example of written work that demonstrates the participant's ability to communicate effectively—up to 5 examples of special skills, talents and or abilities related to the job and career interest/goals
  - G. Complete an application in the presence of your teacher, using your resume, a dictionary and reference cards. Application forms must be completed in black or blue ink. The application form will ask:
    1. Personal information—name, address, social security number
    2. Education—name and address of schools attended, dates of attendance, extracurricular activities
    3. Former employment—dates of employment, names and addresses of employers, salary, reason for leaving
    4. Information about the job desired, including salary expected
  - H. Participate in an interview. Sample questions may include:
    1. How does this job relate to interior design?
    2. Do you enjoy working with other people or would you rather work alone?
    3. What preparation have you had for this job?
    4. What skills do you possess that will make you successful in this job?
    5. Good problem solving skills include a careful review of facts and weighing options before making a decision. How have you reached a practical decision by reviewing facts and weighing options?
    6. Describe a time when you were successful in dealing with an unstructured work environment.
    7. Describe an experience that illustrates your ability to be watchful and alert when supervising individuals or monitoring instruments/displays.
    8. What do you want to be doing five years from now?
    9. What do you consider to be your greatest strengths?

NOTE: To compete in the area, state and national Job Interview STAR Event obtain an official set of rules. A rating sheet, included with the packet, can be used for grading.