

# LEARN-FOR-LIFE CURRICULUM

## SAMPLES

### EXCERPTS PROVIDED:



Package: **Getting A Job**  
Program: *Interviewing For A Job*

#### **3rd - 4th GRADE READING LEVEL MATERIALS**

1. Instructor Notes - Scope & Sequence
2. Student Competencies
3. First Look at Interviewing Pre-Post Test
4. First Look at Interviewing Instructional Powerpoint
5. Academic Worksheet: Math

#### **6th - 8th GRADE READING LEVEL MATERIALS**

1. Student Competencies
2. Interviewing for a Job Pre-Post Test
3. Interviewing for a Job Instructional Powerpoint
4. Interview Preparation Worksheet
5. Assessment Checklist



# LEARN-FOR-LIFE CURRICULUM

SAMPLES

## 3RD-4TH GRADE READING LEVEL MATERIALS



**Getting A Job**  
*Interviewing For A Job*

**Scope and Sequence Chart:**

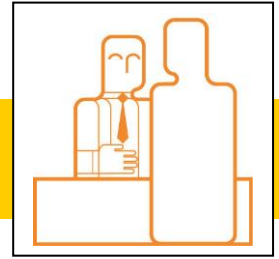
The Scope and Sequence Chart below provides the process of activities for the lessons/materials in this package. Students with special needs will benefit from repetition and extra time to process new concepts. They also learn best when information is presented in a range of modalities. The following recommendation is made with an eye to pacing for an inclusive class.

- **First Column - Lesson Plan.** This column represents the plan of instruction using the materials in this package.
- **Second Column – Time Frames.** This column shows the time frame based on approximately 50 minutes per day.
- **Third Column - 3<sup>rd</sup>-4<sup>th</sup> Grade Reading Level Activities.** This column represents the process of differentiated instruction activities for students who are working on an approximate 3<sup>rd</sup>-4<sup>th</sup> grade reading level.

**SCOPE AND SEQUENCE CHART**

LESSON PLAN	TIME FRAMES	3 <sup>RD</sup> -4 <sup>TH</sup> GRADE READING LEVEL ACTIVITIES
<b>Introduction &amp; Pre-Test Assessment</b>	Day 1	<ul style="list-style-type: none"> <li>• Distribute the <b>Student Competency Requirements</b> (Section 2)</li> <li>• Use the PowerPoint to administer the <b>Interactive “First Look at Interviewing” Pre-Post Test</b> (on thumb drive)</li> <li>• Score the Pre-Test (answers on Score Report Form in Section 2)</li> </ul>
<b>Instruction</b>	Days 2-4	<ul style="list-style-type: none"> <li>• Use the <b>PowerPoint “First Look at Interviewing”</b> (on thumb drive)</li> </ul>

# *Interviewing For a Job*



Name: \_\_\_\_\_

Date: \_\_\_\_\_

## **STUDENT COMPETENCY REQUIREMENTS** ***3<sup>rd</sup>-4<sup>th</sup> Grade Reading Level***

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1. Discuss the purpose of a job interview.
2. Discuss ways to prepare for a job interview.
3. Discuss proper behaviors during a job interview.
4. Discuss the proper way to end a job interview.
5. Describe how to write a follow-up letter after a job interview.

# First Look at Interviewing

## PRE-POST TEST



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1

1. Which person is dressed right for a job interview?



A



B

2

# First Look at Interviewing

## INSTRUCTIONAL POWERPOINT



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1

1

The key to getting a **job** is the **job interview**.

A **job** is work you do for a company.



2

2

The **job interview** is when a boss finds out if you would be a good worker.

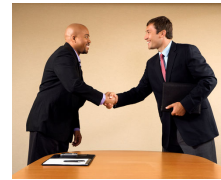


3

3

The job interview is the time for you to make a good first **impression**.

An **impression** means a feeling. You want the boss to feel good about hiring you.



4

4

Before the job interview you should **prepare** for it.

**Prepare** means to get ready.



5

5

Get ready for the interview:

Find out about the job.



6

6

# Interviewing For a Job



Name: \_\_\_\_\_

Date: \_\_\_\_\_

## MATH THINK IT OVER

Directions: Complete the math problems below. Show your work.

PROBLEM	SHOW YOUR WORK
<p><b>1</b> Gary went on his first job interview on October 4<sup>th</sup>. The boss called him on October 27<sup>th</sup>.</p> <p>How many days did he wait on the boss to call?</p>	
<p><b>2</b> Sally had three job interviews. She drove 7 miles to the first job interview. The second job interview was 11 miles from her house. The last job interview was 9 miles away.</p> <p>How many miles did she drive to job interviews?</p>	
<p><b>3</b> Marguerita was offered two jobs. JOB #1, she would work 35 hours per week and make \$9.00 per hour.</p> <p>JOB #2, she would work 40 hours per week and make \$8.00 per hour.</p> <p>Which job would she make the most money?</p>	



# Learn-For Life Curriculum

SAMPLES

## 6TH-8TH GRADE READING LEVEL MATERIALS



**Getting A Job**  
*Interviewing For A Job*



# *Interviewing For a Job*

## *6th-8<sup>th</sup> Grade Reading Level*



Name: \_\_\_\_\_

Date: \_\_\_\_\_

## **STUDENT COMPETENCY REQUIREMENTS**

### *6th-8<sup>th</sup> Grade Reading Level*

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Upon completion of this package, you should be able to:

1. Discuss the purposes of a job interview.
2. Discuss five ways to be prepared for an interview.
3. List eight ways to make a good impression with your appearance.
4. Explain the importance of appearance to success during the job interview.
5. Discuss why being punctual is crucial to a job interview.
6. List three ways to make a good impression upon arrival at the job interview.
7. List seven examples of proper behavior during the job interview.
8. List five acceptable answers to standard interview questions.
9. List three questions to ask during the interview.
10. List two ways to follow-up a job interview.

# Interviewing for a Job

## Pre-Post Test



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1

**3. You should arrive at the interview about ten minutes early.**

**True**



**False**



8

# Interviewing for a Job Instructional PowerPoint



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1

1

## MAIN MENU

Select either A, B or C!



Preparing for the Interview (Questions 1 - 6)



Making a Good First Impression (Questions 7 - 10)



Interview questions (Questions 11 - 20)

4

4

1. What is the purpose of a job interview?  
To help...

1

the employer learn about your qualifications

2

the employer decide about hiring you

3

you learn about the job and company

4

all of the above

6

6

YES!



7

7

The purpose of a job interview is for the employer to learn about you and your qualifications and to decide if you would best fill the job opening.

It is also the time for you to learn about the job.

The interview is *your* chance to meet face to face with the employer and convince him/her that you are the person to hire.

You must do a good job of 'selling yourself' to the prospective employer if you want to get the job.



9

9

## 2. What should you do to be prepared for your interview?

- 1 Be prepared about what to say
- 2 Dress up in your finest party clothes
- 3 Plan on getting there a few minutes late so the interviewer will think you're a busy person
- 4 all of the above

10

10

There are several things you can do to prepare for an interview.

- \* **Be prepared about what you are going to say.** Practice answering some common interview questions. Also, be ready to talk about your **schooling and work experience.**
- \* **Know something about the company.** You then will be able to show a sincere interest in the company. You will be able to ask intelligent questions about the job and the company.
- \* **Have your resume ready to take with you.** The interviewer may not have seen your resume or not have a copy available.
- \* **Be appropriately dressed and groomed** for the interview.



13

13

## 3. You have an interview at 10:00 am. It takes 15 minutes to get there. What time should you leave?

- 1 9:00 am
- 2 9:15 am
- 3 9:30 am
- 4 9:45 am

14

14

# Interviewing For a Job



Name: \_\_\_\_\_

Date: \_\_\_\_\_

## INTERVIEW PREPARATION WORKSHEET

This checklist will help prepare you to make a good first impression at your job interview.

- I look rested and alert
- I bathed
- I brushed my teeth
- I have clean nails and hands
- I have clean, neat hair
- I am wearing clean clothes that are neat and pressed
- For men, facial hair is shaved or neatly trimmed
- For women, perfume or makeup is tastefully applied
- My accessories are minimal and in good taste
- I am dressed in clothes appropriate for an interview
- I have my resume to take with me to the interview
- I am prepared to get to the interview 10 minutes early
- I know something about the company and am ready to ask questions
- I have a pen and pad to take with me to the interview
- I am ready to talk about myself and make a good first impression.

Practice answering some commonly-asked interview questions.

1. Tell me about your current job responsibilities. \_\_\_\_\_

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2. Tell me about yourself. \_\_\_\_\_

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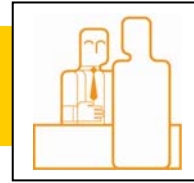
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3. What type of job are you looking for? \_\_\_\_\_

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# Interviewing For a Job



Name: \_\_\_\_\_ Date: \_\_\_\_\_

## ASSESSMENT CHECKLIST

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1. What are the purposes of a job interview?

\_\_\_\_\_  
\_\_\_\_\_

2. List five ways to prepare for an interview:

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_
4. \_\_\_\_\_
5. \_\_\_\_\_

3. How can you make a good impression with your appearance during the job interview? List eight ways.

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_
4. \_\_\_\_\_
5. \_\_\_\_\_
6. \_\_\_\_\_
7. \_\_\_\_\_
8. \_\_\_\_\_

4. List three ways you can create a good impression when you arrive at the job interview.

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_