



# Industrial Technology Virtual Learning

## CTE

**May 22<sup>nd</sup>, 2020**



# Machine Technology 2

## Preparing for Employment

### May 22<sup>nd</sup>, 2020

Objective: Students will understand, and be able to apply basic interview preparation skills.

# Preparing For Employment



# PREPARATION

- Preparing your self for a interview is key before going you should make sure ....
- Prepare clothes the night before make sure the clothes are clean and ironed
- Research what role and organisation you are going for
- Find out what the employer is looking for
- Prepare questions you are going to say
- Make sure you plan your journey a day before you interview. Remember time keeping is key. Try to arrive to minute's earlier. you want to have a good impression

# INTERVIEW SKILLS

- Arrive on time
- Be organised make sure you have all the documents you need such as CV, passport, bank statement
- Make sure you when talking to the interviewer you have eye contact and you are sitting up straight and not slouching.
- Listen carefully to the questions and try answer to the best of your ability.
- try and be confident and out going doing this will increase your chances of getting the job and also make the employer think you are ready for the job

# SELF PREPARATION

- We all know first impressions are everything especially your potential employers which is the most important in this case
- Appropriate dress code for a interview.
- When dressing for an interview dress classy and elegant. Do not wear inappropriate clothing like jeans an a T-shirt or a inappropriate dress



# MEN ATTIRE

- Suit (navy, black, or dark grey)
- White or dark coloured shirt
- Belt
- Tie
- Leather smart shoes
- Nice shave/haircut
- Briefcase if necessary



# WOMEN ATTIRE

- Suit(navy,black or dark grey)
- Suit shirt should be over knees
- Nice blouse or shirt
- Limited jewellery (small studs a little necklace)
- Hairstyle should be tidy maybe tied up
- Light make up
- Natural nail colour clean and cut
- Briefcases if necessary or handbag





# INTERPERSONAL SKILLS

- Interpersonal skills are just basic skills which we use everyday to communicate and interact with people individual or as a group. This includes
  - **Verbal communication**-what we say and how we say it
  - **Non verbal communication**-how we communicate without talking but with body language
  - **Problem solving**-working together as a team or individually to identify the problem and solve it
  - **Assertiveness**-communicating with your own ideas, opinion and beliefs



# SKILLS AND QUALITIES

- The differences in skills and qualities is...
- Skills is something you learn for example time keeping or organisation skills.
- Qualities is something you already have that's basically within you for example being humble or being a hard worker.

# Review Questions

1. What should you prepare the night before your interview?
2. What type(s) of clothing should you avoid when selecting interview clothes?
3. What is proper attire for men during an interview?
4. What is proper attire for women during an interview?
5. What is non-verbal communication?

*Rest, Relax, Enjoy:*



*Have a Wonderful  
Summer!*