



Industrial Technology Virtual Learning

9-12 Metals : Preparing for Employment

May 22, 2020



Lesson: May ,2020

Objective/Learning Target:

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're 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 and a T-shirt or an 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!*