Chapter 7
Interviewing

Section 7.1
Preparing for the Interview

Section 7.2
Succeeding in the Interview

Exploring the Photo

GET THE JOB YOU WANT The interview is your chance to make your case for the job you want. What can you do to prepare for your interview?
Chapter Objectives

After completing this chapter, you will be able to:

- **List** ways to prepare for a job interview.
- **Develop** answers to typical and tough interview questions.
- **Identify** the importance of body language in creating a good impression.
- **Explain** how to project a positive attitude and use good communication skills.
- **Describe** how to follow up after a job interview.
- **Summarize** the best methods for accepting and rejecting employment offers and handling rejection.

Writing Activity

In a one-page journal entry, write four questions that you might be asked in a job interview. Think of questions that might help the interviewer understand you as a person, beyond your job skills. Record answers to the four questions as well.

**Get Motivated!** Talk to a manager who has interviewed job applicants. Ask him or her about common mistakes people make during job interviews. What advice would this person give every applicant? Record the key points of your interview in a one-page journal entry.
Section 7.1

Preparing for the Interview

Reading Guide

Before You Read
Preview
Look at the photos and the figure in this section and read the captions. Write one or two sentences predicting what you will learn.

Read to Learn
• Ways to prepare for a job interview
• Answers to typical and tough interview questions
• The importance of body language in creating a good impression

Main Idea
Preparing for a job interview involves research and practice.

Key Concepts
• What is an Interview?
• Do Your Research
• Prepare Your Answers
• Practice Interviewing Techniques

Key Terms
• interview
• body language

Academic Vocabulary
You will find these words in your reading and on your tests. Use the academic vocabulary glossary to look up their definitions if necessary.
• minimize
• anticipate

Graphic Organizer
As you read, create a list of specific actions you can take to prepare for a job interview. Use a chart like the one shown to help organize the information.

To Do Before a Job Interview
• Check date, time, and address of company
• 
• 

Log On
Go to this book’s Online Learning Center through glencoe.com for an online version of this graphic organizer.

Academic Standards

English Language Arts
• Read texts to acquire new information. (NCTE 1)
• Use information resources to gather information and create and communicate knowledge. (NCTE 8)
• Use language to accomplish individual purposes. (NCTE 12)

Mathematics
• Analyze change in various contexts

Science
• Science as Inquiry: Abilities necessary to do scientific inquiry
What Is an Interview?

An interview is a meeting between an employer and a job applicant to discuss possible employment. An interview can be formal or informal, long or short. An interview can even take place over the phone. You may meet a single interviewer or several interviewers together or separately.

An interview is the employer’s chance to meet you as a person, not just as a name on a résumé. It is also your chance to learn more about the job and decide whether it is a good fit for you. The interview is the most exciting part of the job hunt. It can also be the most stressful. Preparing ahead of time will minimize your anxiety and help you make a great impression.

☑️ Reading Check ☑️ SUMMARIZE Describe the various forms and types of job interviews.

Do Your Research

A manager may interview dozens of candidates for a single job. Many of these candidates will be qualified and competent. You can stand out by preparing thoroughly in the days before the interview.

Get All the Facts

Confirm the exact time and location of the interview. Plan how you will get to the interview and how long the trip will take. Make sure you know the interviewer’s job title and how to pronounce his or her full name. If you are not sure, call the company’s main number and ask the person who answers the phone.
Plan what to wear to the interview as well. Match your clothes to the job. If you can, visit the workplace to see what other workers are wearing. Plan to dress a little more formally than they do. Your clothes do not need to be expensive, just neat and clean.

Research the Company

Another way to stand out is to learn all you can about the organization where you want a job. Doing research helps you ask intelligent questions about the company and the industry. This will also show your interviewer that you are resourceful, thorough, and willing to work. Here are some smart ways to do company research:

• Find books, magazines, and newspaper articles about the company, its competitors, and its industry.
• Ask the public relations department for the company's annual report or press kit. Read about the company's history, accomplishments, financial situation, and leaders.
• Visit the company's Web site to find out what is new. What takes up the most space on the home page? This tells you what is important to the organization right now.
• Talk to people who work for the company or who have worked there in the past.

Many candidates do not bother to learn about a company before the interview. Taking the time to prepare will make you stand out among the competition.

Research Protects You

Researching a company can also protect you. For instance, you might learn that the company does not really fit with your career goals. The company may be in financial trouble or have high employee turnover, which suggests that workers are not happy there.

ANALYZE Why is doing company research before an interview worth your time and effort?

Prepare Your Answers

The next step is to prepare answers to typical questions. The interviewer will ask questions to find out who you are and what you can do for the company. Try to anticipate questions he or she might ask. Think about how you would answer standard interview questions such as:

• What are your career goals?
• What are your greatest strengths? Your greatest weaknesses?
• Why do you want this job?
• Why do you think you are right for this job?
• Why did you leave your last job?
• Where do you see yourself in five or ten years?

Write down sample answers to these questions and review them with a trusted adult. Concentrate on your positive skills in your answers. To answer a question about your weaknesses, for example,
you can talk about ways you are working on a certain area that may be a challenge for you. For example, you might say, “Time management is always a challenge. I have improved my time management skills by using a day planner, which has really helped me stay on track.”

Create Job-Specific Answers

Make sure your answers to possible interview questions relate to the job you want. Imagine that you are applying for a sales job at a music store. When asked about your career goals, you might say, “I’m interested in a career in the music industry. A sales job is a good way to get to know what kind of music customers are looking for.”

Create a Commercial for Yourself

Interviewers frequently ask open-ended questions, such as “What can you tell me about yourself?” One good strategy to prepare for these kinds of questions is to prepare a 30-second “commercial” to highlight your unique talents and skills and market yourself.

Amelia Abad, an aspiring journalist, wrote this commercial for herself: “I work hard, I meet deadlines, and I enjoy learning new things. Coworkers have told me that they love working with me because I am easy to get along with and have a sense of humor. My journalism teacher says I’m a talented writer who can make anything sound interesting.”

Creative Business Practices

**MACY’S Keeping Good Employees**

The turnover rate for retail salespeople is one of the highest in any industry. That’s why Macy’s created a retention program to keep good employees at its department stores.

Designers of the retention program realized that store managers had a heavy schedule and a full workload. The retention program restructured all management positions so managers now have more time to get to know the people who work for them. This practice encourages managers to meet employee needs whenever possible, such as with flexible work schedules. Macy’s also promotes a family atmosphere among the staff.

Sales associates are also part of the retention program. To keep them interested in their work, Macy’s provides opportunities for training and advancement. Associates can work with a mentor, attend career development seminars, receive monthly and yearly awards, and volunteer with other community groups to help the community.

**CRITICAL THINKING** If you owned your own business, what would you do to keep employees happy with their jobs?

[Connect to the Real World] For more information about Macy’s retention program, visit the company’s Web site via the link on this book’s Online Learning Center through glencoe.com.
Prepare for Difficult Questions

You should also prepare for more challenging questions, such as:

- What qualities do you have that make up for your lack of experience?
- We are a very competitive company. Why should we hire you?
- Imagine you made a major mistake on the job. What would you do to fix it?
- Do you feel a little too inexperienced for this position?
- Have you ever been fired?
- What makes you different from all the other candidates I have interviewed?
- What do you see yourself doing in five years?

Focus on the Positive

Interviewers often ask difficult questions to see how you respond or how you think under pressure. There is no one right answer. Be honest and show confidence in yourself.

When asked what makes you different, you might say, “Every candidate has a different combination of strengths. Mine are intelligence, curiosity, organizational skills, and the flexibility to handle new situations.” Some interviewers may ask you what your weaknesses are. Be honest, but focus on the positive. Show how you are working to improve yourself. For example, you may respond, “In the past, I have taken on too many tasks without planning for them. Now I use a PDA and a to-do list, which allows me to keep track of my tasks and manage my time better.”

Video Glasses Training

Have you ever been trained for a task at home, at school, or at work? How did you learn the task? Did someone instruct you in person? Or did you watch a video or read a book? You can put on a pair of video glasses instead and watch a virtual instructor show you how to do something new.

Video glasses operate using batteries. Sound is built into the glasses. Users can hook up the video glasses to an MP3 player, a computer, a portable DVD player, a video cell phone, a computer, or a video game console. The glasses weigh only a few ounces and fit close to your face, so it appears as though you are looking at a screen from several feet away.

Visit this book’s OLC through glencoe.com and find the link to a description of video glasses technology. Write a two-paragraph description of how you could use video glasses to practice for a job interview.

Practice Interviewing Techniques

Now that you have created and written down your answers, it’s time to practice! Practice boosts your communication skills and your self-confidence. Team up with friends, classmates, family members, and teachers or counselors for practice interviews. Have them ask you a range of questions so you can practice your answers. Keep your answers brief and to the point. Remain businesslike—do not get too casual. Dressing in business clothing and meeting in a business setting will help you pretend that this is a real interview.
Watch Your Body Language

As you practice your answers, practice your body language, too. **Body language** is the gestures, posture, and eye contact you use to send messages. We are often unaware of our body language. Positive body language is key to making a good impression. Eye contact, good posture, and a firm handshake signal self-confidence. Nodding and leaning forward show that you are paying attention. Keeping your hands relaxed and still shows you are calm. All these things create a positive image.

Biting your nails, playing with pens or jewelry, or crossing and uncrossing your legs frequently may suggest that you are nervous. Crossing your arms over your chest can indicate that you would rather be somewhere else. **Figure 7.1** on page 160 shows examples of body language.

**Everyday ETHICS**

**CLARIFYING DUTIES**

How do you know if you are prepared to do a task? **VETERINARY TECHNICIAN** You have just been offered a job as a veterinary technician. Because your last position was at an animal hospital, the veterinarian assumes you have performed various procedures on animals, such as taking a pet's temperature and administering shots. During your interview, there was no opportunity to clarify the duties of the job. At your last job, you did not handle the animals, but you have seen enough of the procedures to feel comfortable doing them on your own.

What Would You Do? Do you tell the vet that you did not handle the animals at your last job and refuse to perform the procedures until you are trained, or do you see how your first procedure goes? Explain.

**DISCUSS IT**

Is it safe to perform procedures you have not done before? In teams, discuss the possible ways you, the veterinarian, and animals might be affected if you made a mistake during a procedure. Share your answers with the class.
**Figure 7.1  BODY LANGUAGE**

**POSITIVE BODY LANGUAGE**  You can use good body language to show that you are a positive, confident person. What are some examples of good body language?

**GIVE A FIRM HANDSHAKE**
Hold out your hand to shake hands with your interviewer. Smile and make eye contact.

**SHOW INTEREST**
Lean forward slightly in your chair. Make eye contact with the interviewer and nod your head to show that you are paying attention.

**AVOID NEGATIVE BODY LANGUAGE**
Sloping, fidgeting, and avoiding eye contact may be interpreted as boredom or disrespect.
Use the following techniques in your practice interviews. They can help you become aware of your body language.

- **Use a mirror.** Make sure you are sitting up straight and making eye contact with the interviewer. Are you calm or fidgeting? Is your facial expression pleasant or anxious?
- **Record the interview.** Listen to it when you are done. Are your words clear? Do you sound confident, or do you use a lot of filler words, such as *like* and *um*?
- **Practice interviewing by phone.** You may have an interview on the phone or talk to the employer by phone after the interview. Practice speaking clearly and at a moderate pace. Try smiling as you talk—it actually makes you sound more positive.

**Get Feedback**

After you practice, ask for feedback, which is a detailed response. Was your body language positive? Were you confident and well-spoken? What did the practice interviewer like or dislike about your behavior or your responses? You can use this feedback to improve your performance in future interviews.

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**Section 7.1 After You Read**

**Review Key Concepts**

1. Name three ways to research a company before a job interview.
2. Choose one typical question and one tough question from those listed in the text and write answers you can use during an interview.
3. Give three examples of body language.

**Practice Academic Skills**

- **Mathematics**

4. Before going to an interview for a new job, you decide to research the company. The company made $150,000 the first year, $200,000 the second year, and $250,000 the third year. Use slope-intercept form to create a graph that shows these earnings and estimates the company’s earnings for the next year if the company continues to grow at the same rate.

  **Concept** Slope-Intercept Form An equation in slope-intercept form is written \( y = mx + b \) where \( m \) is the slope and \( b \) is the \( y \)-intercept, or the point where the line crosses the \( y \)-axis.

  **Step 1:** Draw a coordinate plane, labeling the axes. Plot the three points that you already know: $150,000; $200,000; and $250,000. Connect the points.

  **Step 2:** Calculate the slope by dividing rise over run or the change in \( y \) divided by the change in \( x \) between two points. Find the \( y \)-intercept by finding where the line crosses the \( y \)-axis. Write an equation for the line.

For math help, go to the Math Appendix located at the back of this book.
Section 7.2

Succeeding in the Interview

Reading Guide

Before You Read

Preview
Choose a Key Concept that is new to you. Write it on a piece of paper. When you find it in the text, write one or two sentences explaining the concept.

Read to Learn
• How to project a positive attitude and use good communication skills
• How to follow up after a job interview
• The best methods for accepting and rejecting employment offers and handling rejection

Main Idea
Projecting a good first impression and properly following up after an interview are essential to succeeding in your career.

Key Concepts
• Arrive on Time and Prepared
• Have a Good Attitude
• Speak for Success
• Follow Up after the Interview

Key Terms
◆ role-playing
◆ problem solving
◆ stress

Academic Vocabulary
You will find these words in your reading and on your tests. Use the academic vocabulary glossary to look up their definitions if necessary.

◆ simultaneously
◆ establish

Graphic Organizer
As you read, write notes about what to do before, during, and after the interview. Use a chart like the one shown to help organize the information.

<table>
<thead>
<tr>
<th>Before Interview</th>
<th>During Interview</th>
<th>After Interview</th>
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Log On
Go to this book’s Online Learning Center through glencoe.com for an online version of this graphic organizer.

Academic Standards

English Language Arts
• Read texts to acquire new information. (NCTE 1)
• Use written language to communicate effectively. (NCTE 4)
• Develop understanding of diversity in language use across cultures. (NCTE 9)
• Use language to accomplish individual purposes. (NCTE 12)
Arrive on Time and Prepared

Start the interview right by arriving on time, alone, and prepared. Arrive a few minutes early to give yourself time to fill out any paperwork. Be sure that you have your Social Security number and any relevant contact information.

Bring a pen, something to write on, and two or more copies of your résumé. Your interviewer may ask you for it. Employers often ask questions about your résumé, so reread it at least once right before the interview. Bring any notes you have about the company, as well as the answers you have created for typical interview questions. You can rely on your prepared notes in the interview if you feel nervous.

Dress for Success

The first thing an employer sees is not your great personality or your list of accomplishments—it’s your appearance. Make sure you are well-groomed, with trimmed nails, clean teeth, and neat hair. If you are male and do not wear a beard, shave before your interview. If you wear makeup, wear very little. Be sure to bathe before you dress for an interview. Use deodorant if necessary. Wear very little cologne, perfume, or aftershave. Many people are sensitive to or allergic to fragrance.

Your shoes should be clean and unscuffed, and your clothing should be clean and unwrinkled. Remember to dress conservatively. Let your skills stand out, not your flashy suit or jewelry.

EXPLAIN Why is correct dress so important in a job interview?

Have a Good Attitude

Attitude is very important, especially for first-time job seekers. When James Coblin of Nucor Steel interviews applicants for a mill in South Carolina, he does not focus on job skills. Coblin knows that he can teach workers how to make steel. What he looks for is the right attitude. He wants people who are enthusiastic, who want to do a good job, and who pitch in to solve problems together.

LOOK THE PART You can say you are right for the job by wearing the right clothes to the interview. Is this person more appropriately dressed for an interview at a sporting goods store or for a professional office?
Be Positive

Go into the interview with a positive attitude. Enthusiasm is a big part of a positive attitude. It shows that you are eager to work and willing to learn.

Be courteous to everyone you meet. When you meet the interviewer, greet him or her by name and say, “Hello, it’s nice to meet you” in a clear, confident voice. Give a firm handshake, smile, and make eye contact. Show good manners. Wait until the interviewer asks you to be seated before you sit. Do not place your belongings on the interviewer’s desk.

How can you show a positive attitude in a job interview?

Speak for Success

Good communication skills will help you make a good impression.
Use these guidelines for good oral communication:

- Speak clearly in standard English.
- Speak at a moderate pace and loudly enough to be heard.
- Make only positive, honest comments about your teachers.
- Listen attentively and give concise, honest answers. If you do not understand a question, ask the interviewer to explain it.

Be specific and precise when you speak. This shows that you think clearly. Compare these answers:

Question: “Do you enjoy working with others or on your own?”

Answer 1: “I enjoy working with others.”
Answer 2: “It depends. Some tasks demand teamwork. For example, our soccer team won the city tournament because we worked together to put our strategy into action. But I also enjoy being able to work by myself so I can devote my full concentration to a task.”

Which answer do you think an interviewer would prefer? Why?

Stay Calm and Focused

No matter what questions the interviewer asks, stay calm and do not get defensive. Keep the emphasis on your skills. For example, if an employer asks about your lack of experience, you might say: “You’re right. I only have one year of full-time job experience. But my work on the Fernandez project proves that I’m a great organizer.”
The 21st Century Workplace

Talk Like a Mandarin

China has become a major producer, potential market, and center for business in Asia and around the world. Knowing one of its languages can be a valuable asset in the global workplace, especially in the manufacturing and retail industries. Which Chinese language should one learn for commerce? That depends on with what part of China you do business. Although Mandarin Chinese is the official Chinese language that is spoken in the capital of Beijing, the southern portion of China and Hong Kong traditionally speak Cantonese. Meanwhile, large cities such as Shanghai have their own dialects as well.

CRITICAL THINKING

What might be some reasons to learn a Chinese dialect other than Mandarin?

In Your Community

Identify a strategy for learning Mandarin Chinese, or, if you already speak Mandarin Chinese, create a strategy for learning another language that is new to you. Research local schools and other local organizations that might help you learn a second language.

COMMON MANDARIN WORDS AND PHRASES

- hello: ni hao
- goodbye: zai jian
- How are you?: ni hao ma?
- thank you: xie xie
- you’re welcome: bu le qi

Extend Your Learning

Research different Chinese dialects. For links to Web sites about the Chinese dialects, go to this book’s OLC through glencoe.com.

If several people interview you simultaneously, address one question at a time. Make eye contact with each of your interviewers, one by one. You may also face questions designed to challenge you. Remember: There is often no one right answer. It is how you react that counts. Use positive communication skills and refer to your notes to help keep yourself on track.

Ask Your Own Questions

Be prepared to ask your own questions. Asking questions of the interviewer demonstrates genuine interest. It also shows that you value your skills and want to make sure this job is the right fit for you. Important questions to ask include:

- What is the company culture?
- What is the potential for growth in this company? (Growth refers to promotions and more job responsibilities over time.)
- What are the employee benefits?
- Does the company pay for training?

Also ask questions that show how much you learned when you did your company research. For example, you might ask:

- The company has an important new client in China. Would learning Chinese be an asset for this job?
- Many companies in your industry advertise online. Do you plan to do the same?
Think on Your Feet

Some interviews require you to think on your feet. For example, some interviews focus on role-playing, a situation in which you are asked to play a role in an invented situation and are evaluated on the skills you display. For example, job candidates for Iowa company MicroTraining must play the role of teachers and make a presentation to show that they are able to get up in front of strangers and present material.

You also may face a question that requires problem solving, or using thinking skills to suggest a solution. For example, you may be asked, “What would you do if you could not meet a deadline?” Remember that the interviewer is evaluating your resourcefulness, creativity, and attitude, not looking for one right answer.

Expect the Unexpected

Some interviewers ask few questions and expect you to do all of the talking. They may not be prepared with specific questions, or they may simply prefer a less formal interview. Such an interviewer may pose vague questions such as “Tell me about yourself.” This type of interview sounds casual, but it can prove very difficult.

Establish your qualifications for the job by citing relevant skills, experience, and personal qualities. Use the “commercial” you created about yourself. Be sure to mention why you would like to work for the company.

Know Your Rights

The law prohibits interviewers from asking you about certain matters. For example, you do not have to answer questions about age, disabilities, citizenship, lawsuits, marital status, or if you have children. If an interviewer asks you a question that is not job-related, turn it around to focus on your skills. A good response is, “I assure you that this area is not a problem. Let me tell you about the skills I have that fit this job.”

Expect Stress

During an interview, you may experience stress. Stress is mental or physical tension that is the body’s natural response to conflict. Relax and be yourself. Remember that you have solid skills. Keep the experience in perspective. The worst thing that can happen is that you do not get the job. There are other jobs. Besides, if the interviewer does not think you are right for the company, the company may not be right for you.

Make a Graceful Exit

Let the interviewer decide when the interview is over. Thank the interviewer for his or her time and interest. You may be offered the job on the spot. If not, ask when the interviewer hopes to make a decision. You might say, “May I call you next week to hear your decision?” Make sure that you have the interviewer’s correct contact
information. On your way out, thank everyone who helped you that
day, such as the receptionist.

**Reading Check** **Evaluate** How can you establish your
qualifications for a job during a job interview?

**Follow Up After the Interview**

The interview process does not end when you walk out the door.
There are three more things to do: evaluate your performance, send a
thank-you note, and deal with acceptance or rejection.

**Evaluate Your Performance**

It is important to evaluate your performance at the interview. What
got well? What do you need to improve? Did you speak clearly? Did
you show enthusiasm? Can you think of any additional information
about yourself that you should have provided? Make notes and use
them to improve your next interview.

**Send a Thank-You Note**

Write a thank-you note or letter to the interviewer as soon as the
interview is over. Writing a thank-you note is polite. It shows that you
are thoughtful and conscientious. It also gives you another chance to sell yourself.

In the letter, thank the interviewer for his or her time. Briefly summarize the interview
in order to jog the interviewer’s memory of you. Then explain why your skills would be
a good match for the job. Finish by naming a day when you will contact the employer by
phone or e-mail to follow up on his or her decision. **Figure 7.2** on page 168 illustrates a
typical printed thank-you letter.

Type out your thank-you letter. Be sure to check the spelling of the interviewer’s name
by referring to his or her business card. Follow up on your commitment to call or e-mail
the interviewer about a decision. This shows that you do what you say you will, and it might
land you the job.

**Deal with Acceptance or Rejection**

The most important thing to do after the
interview is to deal with being offered the job
or not being offered the job.
Accepting an Offer

You hear those magic words: “You’re hired.” Now what do you do? Believe it or not, you do not have to say yes immediately. If you want time to think about it, ask the employer if you can take some time to decide. List the job’s pros and cons before calling back to accept the job. Ask for a formal offer letter for your records. Send an acceptance letter, and keep a copy for yourself.

Figure 7.2

THANK-YOU LETTER

1246 Evergreen Drive
Santa Rosa, NM 88434

May 17, 200

Anita Gupta
Fields Educational Technologies
1200 Center Way
Santa Rosa, NM 88435

Dear Ms. Gupta:

Thank you very much for taking the time to speak to me last Wednesday morning about the position of assistant designer at Fields Educational Technologies. I enjoyed learning more about the products you are developing for high school students and appreciated the tips you offered about pursuing a career in Web design.

I am even more confident now that I would enjoy and excel at this job. I believe that my organizational skills and sense of humor would make me a great fit for your company.

As we discussed, I will call or e-mail you next Friday, May 26, to see whether you have made your decision. Thank you once again for your time and consideration.

Sincerely,

Elias Carneus

FORMAL THANKS

Everyone likes to be thanked, even an interviewer. What might job candidates mention about their interviews in their thank-you letters?
Declining an Offer

Suppose an employer wants to hire you, but the job is not exactly what you want. Do not immediately say no and decline the offer. Take a day to think about it. You might change your mind, or you might be able to negotiate the things about the job that do not satisfy you.

If you decide to ask for higher pay, make sure you have researched what other people in similar jobs earn. For example, you might say, “The average wage for gardeners in this area is $12.00 an hour. Are you able to bring your offer closer to that figure?” You and the employer may reach a compromise, or the employer may offer to raise your pay after you have worked there for a few months.

If you still decide to reject the job, be polite and give a reason for your answer. Do not say anything negative about the company. For example, you might say, “I really like your company’s working environment, but I’ve decided that a job in technology might better serve my long-term career goals.” Make sure to stay on good terms with the company—you may want to work there in the future.

Handling Rejection

If an employer turns you down, consider it a learning experience. Remain polite and positive, and thank the interviewer again for the opportunity. Politely ask why you were not hired. For example, you might say, “Would you be able to share what made you choose another candidate?” You might need more training, or you might not have been prepared enough for the interview. This feedback will help you in future interviews.

Review your notes on how you performed in the interview, and practice so you will be better prepared for the next one.

Section 7.2 After You Read

Review Key Concepts
1. Explain why attitude is important to employers and how you can project a positive attitude during your interview.
2. List one method for accepting a job offer and one method for rejecting a job offer.
3. Describe the process of following up a job interview.

Practice Academic Skills

English Language Arts
4. Imagine that you are an employer. List and define six personal qualities that you would look for in new employees, and give an example of how a job candidate could demonstrate those qualities during a job interview.
5. Write down two questions you might ask if you were rejected for a job.

Check your answers at this book’s OLC through glencoe.com.