

Assignment #2.1: Preparing for a job interview

Personal Orientation Project (POP304)



Objectives

This assignment will allow students to:

- work with a partner in order to experience what it is like to collaborate with colleagues – similarly to when one is employed;
- deepen their knowledge of job interviews;
- deepen their understanding of how employers ask questions in order to discover your strengths and weaknesses; and
- research using the Internet and other sources, typical responses for interview questions.

Instructions

Follow the steps below to complete this assignment.

Steps to follow

Step 1: Type and answer the following questions using the “Times New Roman” 12-point font. Leave a blank space between your answers. You will have to research some of your answers.

1. What are your strengths?
2. What are your weaknesses?
3. Why are you interested in working for us?
4. Where do you see yourself in 5 or 10 years?
5. Why do you want to leave your current company?
7. What can you offer us that someone else can not?
11. Tell me about an accomplishment you are most proud of.
12. Tell me about a time you made a mistake.
14. How did you hear about this position?
15. What would you look to accomplish in the first 30 days/60 days/90 days on the job?
18. Describe yourself.
19. Tell me how you handled a difficult situation.
20. Why should we hire you?
22. Would you work holidays/weekends?
23. How would you deal with an angry or irate customer?
28. What motivates you?
39. Are you a leader or a follower?
41. What are some of your pet peeves?
43. What is your favorite website?
50. What questions do you have for me?
- S1. Why are you looking for a job?
- S2. Do you have any work experience?
- S3. What are your favorite classes?
- S4. Do you like your high school?
- S5. Are you involved in any extra-curricular activities?
- S6. Are you okay working nights and week-ends?
- S7. If your teachers were here, what would they say about you?
- S8. Are you planning on going to college after you graduate?
- S9. Do you know what you want to study?



Step 2: Besides the question and answer, you must also write down why you think the interviewer is asking that specific questions. You'll have to research this.

Step 3: Answer the questions as though you were applying for the job at *Kimberly's Fine Hamburgers and Fries*.

Company: Kimberly's Fine Hamburgers and Fries

Contact: Mrs. Jane Doe, Store Manager

Address: 123 Pseudo Street, Montreal, QC, H1H 1H1

Company description: Kimberly's Fine Hamburgers and Fries opened its first restaurant in 1995 downtown Montreal. By June 2015, there were 225 restaurants operating throughout the Province of Quebec. These restaurants are known for their 100% beef burgers, fresh cut fries and fried strawberry turnovers.

Job title: General restaurant helper

Starting salary: Minimum wage

Job description: This position requires that you work weekends and some evenings. You will be expected to perform some or all of the following tasks: cook hamburgers on the grill, operate the fryer, place condiments on the sandwiches, and prepare the desserts and other items on the menu. You will also be expected to clean the lobby, the washrooms, empty the garbage bins, and clean up the outside litter. Eventually, you may be asked to take orders using the point-of-sales terminal (cash register).

Step 4: Don't forget to number your pages.

Step 5: Proofread your work to make sure there are no spelling, grammar or punctuation mistakes.

Step 6: Create a cover like the attached example.

What to hand in

The following items must be handed-in and stapled together in the same order in which they are listed below.

1. Your typed cover page
2. Your questions, answers, and why you would be asked the question.

Resources

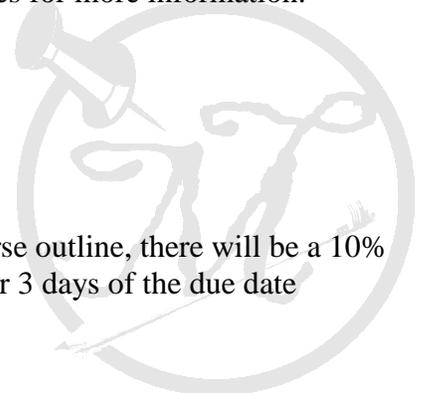
Refer to your notes, books, periodicals and other Internet-based resources for more information.

Assessment

The attached Rubric will be used to assess your assignment.

Due date: _____

The assignment is due on the date indicated above. As stated in the course outline, there will be a 10% penalty for every day it is late. The assignment will not be accepted after 3 days of the due date (weekends will count for 1 day).



Personal Orientation Project
POP304-??

← ?? is your group number

**Cover page
example**

Assignment #2.1: Preparing for a job interview



By : John Smith
For : Mr. Mansour
Due: (write the date here)

John Rennie High School
Pointe-Claire, QC
Canada

PERSONAL ORIENTATION PROJECT (POP304)
RUBRIC: Assignment 2.1 (Preparing for a job interview)

Student Name: _____

CATEGORY	LEVEL 1 (FEW)	LEVEL 2 (SOME)	LEVEL 3 (MOST)	LEVEL 4 (ALL)	SCORE
Questions are typed	The questions are not well typed. 1	The questions are somewhat well typed. 2	The questions are mostly well typed. 3	The questions are very well typed. 4	
Questions are answered and typed	The answers are not well typed or answered considering the context of the situation and show little evidence that research has been done in order to produce a favorable impact on the interviewer. 1	The answers are fairly typed and somewhat answered considering the context of the situation and show some evidence that research has been done in order to produce a favorable impact on the interviewer. 2	The answers are well typed answered considering the context of the situation and shows evidence that research has been done in order to produce a favorable impact on the interviewer. 3	The answers are very well typed and answered considering the context of the situation and shows good evidence that research has been done in order to produce a favorable impact on the interviewer. 4	
Why the interviewer is asking the question	The response demonstrates that little research has been done to determine why the interviewer is asking the questions. 1	The response demonstrates that some research has been done to determine why the interviewer is asking the questions. 2	The response demonstrates that a good amount of research has been done to determine why the interviewer is asking the questions. 3	The response demonstrates that a very good amount of research has been done to determine why the interviewer is asking the questions. 4	
Cover page, Spelling, Grammar, Punctuation, Bibliography, Footnotes, Formatting	The response has excessive spelling, grammar, punctuation or formatting errors and/or does not contain a proper cover page. 1	The response has many spelling, grammar, punctuation or formatting errors and/or does not contain a proper cover page. 2	The response has some spelling, grammar, punctuation or formatting errors and/or does not contain a proper cover page. 3	The response has few spelling, grammar, punctuation or formatting errors and/or does not contain a proper cover page. 4	
TOTAL (/16)					
PERCENT					

COMMENTS: